



United States
Office of
Personnel
Management

Summer Jobs for 1988

Opportunities
in the Federal
Government

Announcement
No. 414
December 1987

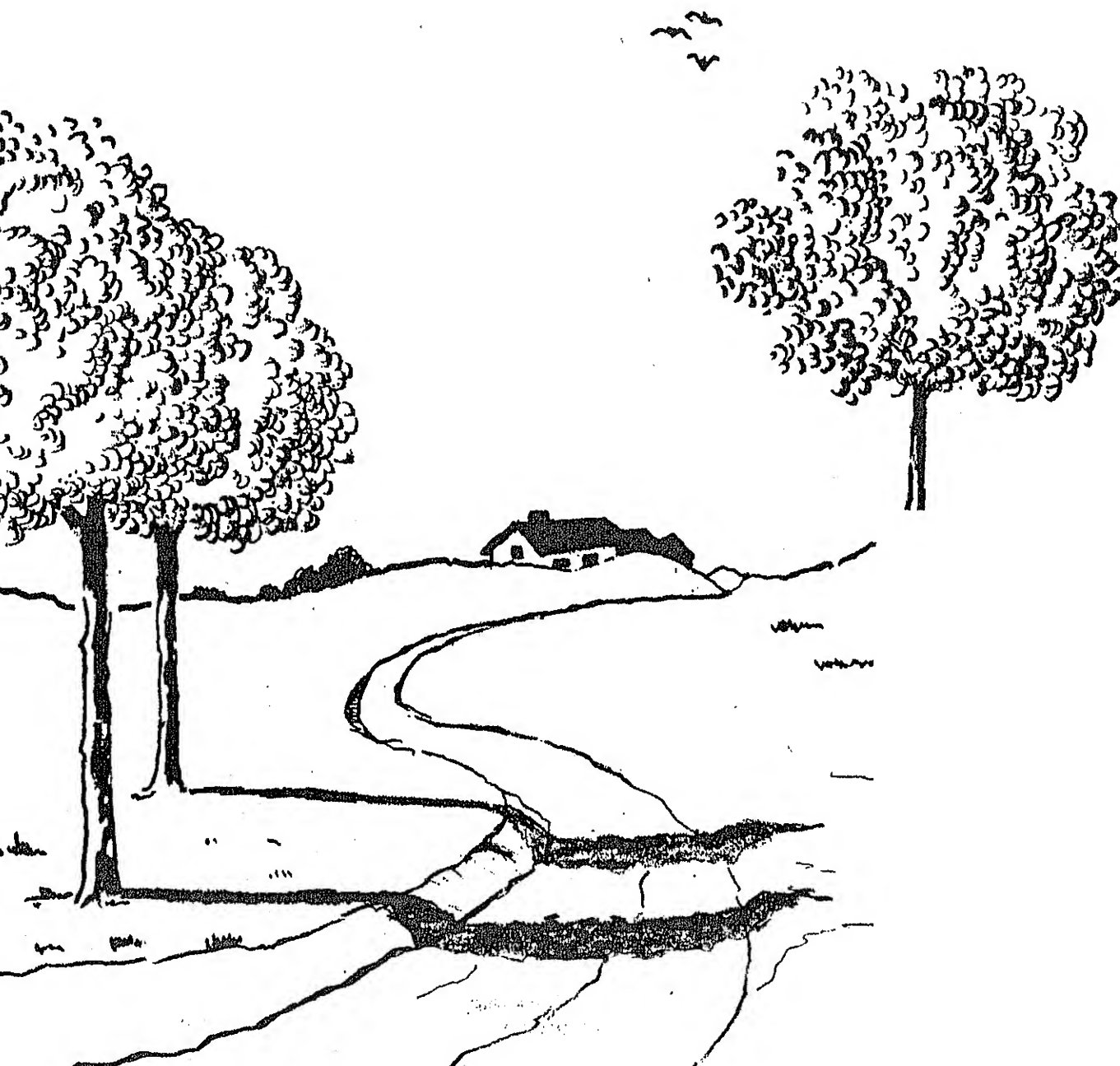


TABLE OF CONTENTS

	Page
Information Applicable to All Summer Jobs	1
Group I	2
Describes the requirements and procedures for applying for clerical jobs in grades GS-1 through GS-4, and lists jobs that may be available. Apply directly to the agencies listed.	
Group II	9
Describes the requirements and procedures for applying for other jobs in grades GS-1 through GS-4, and lists jobs that may be available. Apply directly to the agencies listed.	
Group III	16
Describes specialized positions in grades GS-5 and above requiring at least a bachelor's degree or equivalent experience. Apply directly to the agencies listed.	
Group IV	23
Provides information on Trades and Labor jobs. Apply directly to the agency where you would like to work.	
Group V	23
Furnishes information on the Summer Employment Program for Needy Youth (Summer Aid Program). Apply to your local State Employment Service office.	
List of Office of Personnel Management Federal Job Information Centers	24
Addresses of Departments and Agencies	25

NOTICE TO ALL APPLICANTS

THE NUMBER OF SUMMER JOBS AVAILABLE IS RELATIVELY SMALL IN COMPARISON TO THE LARGE NUMBER OF APPLICANTS WHO FILE FOR SUMMER EMPLOYMENT CONSIDERATION WITH THE FEDERAL GOVERNMENT. ONLY A SMALL PERCENTAGE OF APPLICANTS WHO APPLY ARE HIRED. THEREFORE, YOU SHOULD NOT LIMIT YOUR EFFORTS TO OBTAIN SUMMER WORK SOLELY WITH THE FEDERAL GOVERNMENT.

INFORMATION APPLICABLE TO ALL SUMMER JOBS

Summer jobs are located in Federal agencies and departments throughout the United States. The majority of jobs are in large metropolitan areas.

The jobs and/or occupational fields included in this announcement are the kinds of jobs that the agencies and departments listed **expect** to fill. The listings are not all inclusive. The agencies and departments listed may have other kinds of jobs available or may not be able to fill all of the jobs that have been anticipated.

This announcement covers primarily jobs in the Washington, D.C. metropolitan area. Employment opportunities in other geographic areas are described in regional supplements to this announcement. You may obtain a supplement covering your area of work preference from the Office of Personnel Management (OPM) Federal Job Information Center nearest the location of your choice. The addresses of Federal Job Information Centers are listed on page 24 of this announcement.

If you wish information on employment opportunities in an agency that is not listed in either the announcement or the supplement, you should contact that agency directly to find out if applications are being accepted for summer employment and what jobs might be available. Agency addresses may be obtained from Federal Job Information Centers or from local telephone directories under the listing "United States Government."

Postal Service Jobs

Questions about Postal Service employment should be directed to the Post Office where employment is desired.

Equal Employment Opportunity

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, handicap, or political or personal favoritism.

Citizenship

Most summer jobs require United States citizenship.

Military Draft Registration

Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

Members of Family

In order to consider for summer employment the son or daughter of an agency employee, that agency must follow certain procedures to assure that the son or daughter is not given preference over other candidates.

Work Permits

Some State laws require persons under the age of 18 to obtain a work permit before being employed; therefore, applicants who are under 18 should check with State or local authorities for specific requirements.

Reemployment

Under some circumstances persons who worked for a Federal agency during a previous summer may be reemployed by the same agency without having to file under Announcement 414 procedures. To find out about reemployment possibilities, contact the agency where you worked before.

Additional Information

For general information about Federal employment and current information on salaries, contact a Federal Job Information Center at the addresses listed on page 24 of this announcement.

How to File With Federal Agencies

Opportunities for summer employment in each of the agencies and departments listed are **extremely limited**. Because of the large volume of applications received, most agencies will not acknowledge or return your application. In most cases, only those applicants who are selected for appointment will be notified.

Once you are sure that you meet the experience/education and skill requirements for the job(s) in which you are interested, file the forms indicated below with each agency where you wish to be considered for summer employment. Be sure to specify the type of job(s) for which you wish to be considered, the lowest grade level you will accept, and the location where you are willing to work. If additional information is needed, it will be included in an agency's listing and should be submitted at the time you apply. Incomplete applications will not be considered.

If you have occasion to inquire about your application after it has been mailed, direct your inquiry to the same address to which your application was sent. You should provide the agency with sufficient information so that your inquiry can be matched with your application (e.g., name, social security number, announcement number, job title and date submitted).

If you are currently a student, please include on your application forms any courses which you will complete in the spring of 1988.

Forms

The Standard Forms (SF) and OPM forms described in this announcement may be obtained from the Federal Job Information Centers, or any OPM Area Office.

- SF-171—Personal Qualifications Statement. Use your permanent home address on this form and on all correspondence with agencies.

- OPM Form 1170/17—List of College Courses and Certificate of Scholastic Achievement. This form must be completed by all applicants who are applying for employment based on education. List all undergraduate courses you will have completed by the end of the current school year, including credit hours you expect to earn. Compute your grade point average.
- SF-15—Claim for 10-Point Veteran Preference. Submit this form with a photocopy of appropriate proof, if you are claiming 10-point veteran preference.

Application Deadlines

Except as noted below, you may file your application with each agency and department where you wish to be considered for summer employment until:

APRIL 15, 1988

Filing dates for many agencies vary from this date. Be certain to note individual deadlines. APPLICATIONS FOR JOBS COVERED BY THIS ANNOUNCEMENT WHICH ARE POSTMARKED AFTER THE DEADLINE DATE WILL NOT BE ACCEPTED.

The addresses of the agencies and departments listed are included on pages 25 through 28 of this announcement.

GROUP I—CLERICAL JOBS, GS-1/4

Jobs Covered

The jobs in this group are in grades GS-1 through GS-4 and include such clerical occupations as:

Claims Clerk	Mail and File Clerk
Clerk	Payroll Clerk
Clerk-Typist	Personnel Clerk
Clerk-Stenographer	Procurement Clerk
Coding Clerk	Staffing Clerk
Data Transcriber	Statistical Clerk
Editorial Clerk	Supply Clerk
Information Receptionist Clerk	Travel Clerk
Intelligence Aid/Clerk	

Who May Apply

To apply for jobs in this group, you must be at least 18 years of age, or at least 16 years of age and a high school graduate at the time you report for work.

Experience/Education Requirements

Most of the jobs in this group also require education or experience. The following table shows the amount of education/experience (or a combination of both) generally required for eligibility at each grade level:

Grade	Weekly Pay*	Experience or Education**
GS-1	\$184	No education or experience required
GS-2	\$208	High school graduation or 3 month's experience
GS-3	\$226	Meet GS-2 requirements plus 1 year of college or 6 month's experience
GS-4	\$254	Meet GS-2 requirements plus 2 years' college or 1 year of experience

*estimated

**X-118 modified for some positions

There is no written test for these jobs. All applicants who meet the requirements listed above should file directly with the Federal agency where they would like to work.

Additional Requirements for Typist and Stenographer Applicants

If you are applying for a typist or stenographer position, you must meet the following skill requirements:

Typist, (Trainee), GS-1	30 words per minute
Typist, GS-2, GS-3, GS-4	40 words per minute
Stenographer	80 words per minute

Your proficiency in typing and shorthand may have been gained through schooling, employment (including paid or volunteer work) or otherwise. You will certify to the speed at which you can type and/or take dictation on the application form. You should be able to type/take dictation accurately at the required speed. YOUR CLAIMED PROFICIENCY MAY BE VERIFIED AT THE TIME OF APPOINTMENT. IF YOU ARE UNABLE TO MEET THE SKILL REQUIREMENTS AT THAT TIME, YOU WILL NOT BE APPOINTED.

AGENCY FOR INTERNATIONAL DEVELOPMENT

Filing Deadline: January 15

Typists—Stenographers, GS-2/3/4

Positions are located in the Washington, DC area. Applicants must be U.S. citizens and able to type a minimum of 40 words per minute. All applicants must submit a complete and signed SF-171 and a college transcript or OPM Form 1170/17 which includes all courses expected to be completed by the end of the spring semester in order to determine the highest grade for which they are qualified. Security clearances will be required which involve a lengthy background investigation. Because of the large volume of applications anticipated, no acknowledgment of receipt will be made.

DEPARTMENT OF AGRICULTURE

Agricultural Research Service

Filing Dates: January 2 through March 31

Typists, GS-2/3/4

Applicants for Typist positions are required to type a minimum of 40 words per minute. All applicants must submit a completed and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applicants who have proficiency certificates should submit them with their applications. Applicants must be U.S. citizens. Positions are located in Beltsville and Hyattsville, MD. Send applications to the Agricultural Research Service address listed in the back of this announcement.

Animal and Plant Health Inspection Service

Filing Dates: February 1 through March 15

Typists, GS-2/3/4

Positions located in Washington, DC and Hyattsville, MD.

Personnel Operations

Filing Dates: February 1 through March 15

Mail Clerks—Typists, GS-2/3/4

Positions are located in Washington, DC. Submit an SF-171 and OPM Form 1170/17.

Forest Service

Filing Dates: January 2 through March 15

Typists, GS-2/3/4

Positions are located in Arlington, VA and Washington, DC. Applicants for Typist positions are required to type a minimum of 40 words per minute. All applicants must submit a completed and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applicants who have proficiency certificates should submit them with their applications. Applicants must be U.S. citizens. Send applications to the Forest Service address listed in the back of this announcement.

Office of International Cooperation and Development

Filing Dates: March 15 through April 15

Clerks, GS-1/4—Typists, GS-2/4

Positions located in Washington, DC. First considerations given to those applicants with skill in operating typewriter and/or word processor.

DEPARTMENT OF THE AIR FORCE

Air Force District of Washington

Filing Dates: January 4 through March 25

Clerks, GS-2/3/4—Typists, GS-2/3/4

Primarily Typist positions. Located at the Pentagon, Andrews AFB, Bolling AFB, and a limited number of positions in Arlington, Alexandria, McLean, and Ft. Belvoir, VA. Submit SF-171 and OPM Form 1170/17. Applicants should indicate on the SF-171 which locations they will consider. Typist applicants who have typing proficiency certificates should submit them with their applications.

DEPARTMENT OF THE ARMY

Headquarters, U.S. Army Laboratory Command

Filing Deadline: January 29

Typists, GS-2/4

Positions located in Adelphi, MD; Woodbridge and McLean, VA. Special salary rates apply.

Department of the Army, Corps of Engineers, Baltimore District

Filing Dates: January 1 through March 31

Typists, GS-2/3

Competition is keen. Positions are located in Brookmont, MD and Fort Belvoir and Cameron Station, VA. Submit complete and signed SF-171 and OPM Form 1170/17.

All Other Army Activities in MD, VA, and DC:

Filing Deadline: March 11

Typists—Clerks, GS-2/4

Competition is keen. Special salary rates apply for typists. A **separate application** must be submitted for each type of position. All applicants must submit a **complete** and signed SF-171 and college transcript or preferably OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applications must be received in the office by close of business March 11, 1988. Candidates will only be rated for one grade that is the highest grade for which qualified. Applications will not be acknowledged or returned. Only those candidates selected for employment will be notified. Consideration **cannot** be guaranteed if application is sent to any other Department of the Army office. Most jobs will be located at the Pentagon, Nassif Building on Columbia Pike, Ft. Myer, Pulaski Building on Massachusetts Avenue, Hoffman and AMC Buildings in Alexandria, Ft. Belvoir, and Walter Reed Medical Center.

DEPARTMENT OF COMMERCE

Bureau of the Census

Filing Deadline: April 1

Clerks—Typists—Statistical Clerks

Jobs at grades GS-2/4 located in Suitland, MD, a suburb of Washington, DC. **ALL APPLICANTS MUST SUBMIT AN SF-171 AND OPM FORM 1170/17.**

National Oceanic and Atmospheric Administration

Filing Deadline: April 15

Typists—Clerks, GS-2/4

Located throughout the Washington, DC metropolitan area (Camp Springs, Riverdale, Rockville, Silver Spring, and Suitland, MD; Washington, DC). All applicants must submit a complete SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988.

Patent and Trademark Office

Filing Deadline: March 1

File Clerks—Clerks—Typists

Located in Arlington, VA (suburban Washington, DC). All applicants must submit an SF-171 and OPM Form 1170/17.

Office of Inspector General, Department of the Interior

submitted for each type of position. Applicants for typist positions are required to type a minimum of 40 words per minute. All applicants must submit a complete and signed SF-171 and OPM Form 1170/17, including all courses expected to be completed in spring 1988. Positions are located in Arlington and Reston, VA. 50 vacancies are anticipated.

Defense Contract Audit Agency

Filing Deadline: March 15

Typists, GS-2/3/4

Positions are located in Annandale, Alexandria, Arlington, Falls Church, Reston and Rosslyn, VA; and Germantown, Greenbelt, Landover and Silver Spring, MD. All applicants must submit a complete SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Send applications to Personnel Division, (SE), Mid-Atlantic Region, Defense Contract Audit Agency, Federal Building, Room 4400, 600 Arch Street, Philadelphia, PA 19106-1604.

Department of Defense Inspector General

Filing Dates: January 15 through January 29

Typists—Clerks, GS-2/3/4

Approximately 10 positions will be available in the Washington, DC area. All applicants must submit a complete SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applications postmarked after the filing date will not be considered. Due to the large volume of applications anticipated, no acknowledgment of receipt will be made. Security clearances may be required for some positions.

Defense Logistics Agency

Filing Dates: March 14 through April 14

Clerks—Typists—Stenographers

Located in Alexandria, VA.

— Defense Contract Administration Services Region,
Los Angeles

Filing Dates: March 14 through April 14

Typists—File Clerks—Data Transcribers

Positions located in Northern and Southern California and Seattle, WA.

— Defense Depot Tracy

Filing Dates: February 15 through April 15

Typists, GS-1/2/3/4

Positions located in Tracy, CA.

— Defense Contract Administration Services Region,
New York

Filing Dates: February 15 through April 15

Typists, GS-2/3/4

Positions are located in New York City.

— Defense Contract Administration Services Region, Atlanta

Filing Dates: March 15 through April 15

Typists—Clerks, GS-1/2/3/4

Positions are located in Georgia, Alabama, Florida, North Carolina, Mississippi, Louisiana, Puerto Rico.

— Defense Reutilization & Marketing Service

Filing Dates: March 14 through April 14

Procurement Clerk—Property Disposal Clerk, GS-4
Positions are located in Battle Creek, Michigan.

Defense Mapping Agency

— Hydrographic/Topographic Center

Filing Dates: February 1 through March 15

Typists, GS-2/3/4

Positions are located in Brookmont, MD. Submit a completed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applicants are required to type a minimum of 40 words per minute. Applications will not be returned and only candidates selected for employment will be notified. Submit applications to the address listed in the back of this announcement.

— All other Defense Mapping Agency activities in DC, MD, and VA:

Filing Dates: February 1 through March 15

Typists—Editorial Clerks, GS-2/3/4

Positions are located at Headquarters, Defense Mapping Agency on Massachusetts Avenue, Washington, DC; Office of Distribution Center, Brookmont, MD; and Defense Mapping School, Ft. Belvoir, VA. Applicants must submit a completed SF-171 and OPM Form 1170/17 and indicate location for which application is made. Send applications to the Consolidated Personnel Services Office listed in the back of this announcement.

Uniformed Services University of the Health Sciences

Filing Dates: January 15 through March 31

Typists

Positions are located in Bethesda, MD. Applicants must submit a completed SF-171. Forms should be mailed to the Summer Employment Coordinator, Civilian Personnel Office, at the address provided in the back of this announcement.

Washington Headquarters Services

Filing Dates: January 1 through January 15

Typists—Stenographers

All applicants—former WHS employees and new applicants wishing consideration—must submit an SF-171 and OPM Form 1170/17. Previous WHS employees are eligible for reinstatement. Security clearances will be required which involve lengthy background investigations. Candidates will be listed on a random basis for employment consideration.

DEPARTMENT OF EDUCATION

Filing Dates: January 30 through April 15

Typists—Clerks

Positions are located in the Washington, DC area at the GS-2/3/4 levels. Most positions are for typists. Submit an SF-171. Typists must possess a typing proficiency certificate.

ENVIRONMENTAL PROTECTION AGENCY

Filing Dates: March 15 through April 15

Typists—Stenographers, GS-2/3/4

Limited number of jobs located in Washington, DC. All applicants should submit a completed SF-171 and OPM Form 1170/17 or transcript. The OPM Form 1170/17 MUST include the applicant's grade point average. Applicants em-

ployed by the Federal government last summer should submit a copy of SF-50, Notification of Personnel Action. Incomplete applications and/or applications received before or after the filing dates will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Filing Deadline: March 15

Clerks—Accounting Clerks—Typists—Other related positions
Limited number of clerical jobs at grades GS-2/4 located in Washington, DC. Applicants must submit a separate SF-171 for each type of position and OPM Form 1170/17 which includes all courses expected to be completed by summer 1988. Typists must certify their typing speed or submit proficiency certificates with their applications. Applications received after the filing date will not be considered. Due to the large volume of applications anticipated, no acknowledgment of receipt will be made.

EXPORT-IMPORT BANK OF THE UNITED STATES

Filing Deadline: April 15

Typists—Stenographers, GS-2/3/4

Typist positions require a minimum typing speed of 40 words per minute/maximum 3 errors. Stenographer positions require shorthand speed of 80 words per minute/maximum 24 errors in a 3-minute test. Submit an SF-171. Typing and/or stenography skills will be verified; therefore, if you have a proficiency certificate please submit a copy of it with your application.

FARM CREDIT ADMINISTRATION

Filing Dates: January 1 through April 15

Typists—Clerks, GS-1/4

Positions will be located in McLean, VA. All applicants must submit a complete and signed SF-171. If you have attended college, attach a transcript or OPM Form 1170/17 including all courses you expect to complete in spring 1988. Applications will not be returned and only candidates selected for employment will be notified.

FEDERAL EMERGENCY MANAGEMENT AGENCY

Filing Dates: February 3 through February 28

Typists—Clerks

Positions are located in the Washington, DC. area at the GS-2/3/4 grade levels. Most positions are for Typists. Submit an SF-171. Typists must self-certify typing speed or possess typing proficiency certificate.

FEDERAL HOME LOAN BANK BOARD

Filing Dates: March 1 through April 1

Typists

Approximately 15 to 20 positions available in Washington, DC.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary (OS)

Filing Dates: January 1 through March 15

Typists—Stenographers, GS-2/3/4

Positions located in Washington, DC; Arlington, VA; Rockville and Baltimore, MD. Applicants should indicate location(s) for which application is being made.

Office of Human Development Services (OHDS)

Filing Dates: January 1 through March 15

Typists

Positions are located in Washington, DC.

Public Health Service (PHS)

Filing Dates: January 1 through March 15 (except as otherwise indicated) for jobs in the following Public Health Service agencies:

—Alcohol, Drug Abuse, and Mental Health Administration (ADAMHA)

Typists—Clerks—Stenographers

Positions located in Rockville and Bethesda, MD.

— Centers for Disease Control (CDC)

Typists

Positions located in Atlanta, GA.

— Food and Drug Administration (FDA)

Typists

Positions located in Bethesda, Silver Spring, and Rockville, MD; and Washington, DC.

— Health Resources and Services Administration (HRSA)

Typists

Positions located in Rockville, MD

— National Institutes of Health (NIH)

Filing Dates: December 1 through February 1

Clerks—Typists—Stenographers—Administrative Aids, GS-2/3/4

Most positions located in Bethesda, MD; a few are located in Baltimore, MD; Hamilton, Montana; and Raleigh, NC. Applicants must submit a separate SF-171 for each type of position. Applications will not be returned and only candidates selected for employment will be notified.

— Office of the Assistant Secretary for Health (OASH)

Typists

Positions located in Rockville, MD and Washington, DC.

Family Support Administration (FSA)

Typists

Seven positions at the GS-3 level, 11 positions at the GS-4 level. All positions are located in Washington, DC.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Filing Dates: February 1 through March 1

Clerks—Typists, GS-1/4

A limited number of positions will be available at the Headquarters Office in Washington, DC. All applicants must

submit a signed and dated SF-171 and OPM Form 1170/17 which includes all courses expected to be completed by summer 1988. Incomplete applications and/or applications received after March 1 will not be considered. Due to the large volume of applications anticipated, no acknowledgment of receipt will be made. Applications will not be returned, and only those applicants selected will be notified.

DEPARTMENT OF THE INTERIOR

Office of Surface Mining

Filing Dates: January 10 through March 31

Typists

Positions located in Washington, DC; WV; VA; PA; OH; IN; Denver, CO; TN; AL; and KY.

Bureau of Mines

Filing Dates: January 18 through February 18

Typists—Clerks

Limited number of jobs located in Washington, DC.

Bureau of Land Management

Filing Dates: February 15 through April 15

Typists

Limited number of jobs located in the Washington, DC metropolitan area.

U.S. Geological Survey

Filing Dates: March 1 through April 1

Typists

Positions located in Reston, VA.

Office of the Secretary

Filing Deadline: April 1

Typists

Limited number of jobs in Washington, DC.

Minerals Management Service

Filing Deadline: February 19

Typists

Located in Washington, DC; Reston, Herndon, and Vienna, VA.

National Park Service

Filing Dates: March 15 through March 29

Clerks—Typists

Limited number of GS-2/3/4 positions located in the Washington, DC metropolitan area.

INTERNATIONAL TRADE COMMISSION

Filing Dates: January 15 through February 15

Typists, GS-2/3/4

Limited number of positions available in the Washington, DC metropolitan area. To apply, submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF JUSTICE

Offices, Boards, Divisions of DOJ

Filing Dates: February 1 through February 28

Typists—Stenographers—Clerks

Located in Washington, DC. Submit an SF-171 and OPM Form 1170/17 if applicable to: U.S. Department of Justice, Summer Employment Group I, Room 6259, 10th and Pennsylvania Avenue, N.W., Washington, DC 20530.

Drug Enforcement Administration

Filing Deadline: February 2

Typists—Stenographers—Clerks

Approximately 75 positions at grades GS-2/4 located in the Washington, DC metropolitan area. Background investigation is required. Submit an SF-171 and OPM Form 1170/17 if applicable.

Immigration and Naturalization Service

Filing Dates: January 1 through March 15

Typists—Clerks—Stenographers, GS-1/4

Positions are located in Washington, DC. Because of the large number of applications anticipated, no acknowledgment of receipt will be made.

DEPARTMENT OF LABOR

Filing Deadline: March 1

Typists—Clerks

Most positions are at grades GS-2 through GS-4, and are located in Washington, DC and Arlington, VA.

MERIT SYSTEMS PROTECTION BOARD

Filing Dates: January 1 through March 31

Typists, GS-1/4—Clerks, GS-2/3/4

Limited number of positions in Washington, DC and Falls Church, VA. Applicants must submit SF-171 and OPM Form 1170/17.

NATIONAL CREDIT UNION ADMINISTRATION

Filing Deadline: April 1

Typists, GS-2/3/4

Positions are located in Washington, DC. Applicants must type a minimum of 40 words per minute. Submit a completed and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applications will not be acknowledged or returned.

NATIONAL SCIENCE FOUNDATION

Filing Deadline: March 15

Typists—Grants and Contract Clerks, GS-3/4

Positions are located in Washington, DC. Applicants should submit an SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988.

DEPARTMENT OF THE NAVY

Secretariat/Headquarters Civilian Personnel Office

Filing Dates: January 15 through February 15

Typists, GS-2/3/4

Approximately 70 positions located in the Washington, DC metropolitan area. Submit an SF-171 and OPM Form 1170/17 if applicable.

Consolidated Civilian Personnel Office, Crystal City

Filing Dates: January 18 through February 18

Typists, GS-2/3/4

The primary location of these positions will be at Crystal City, Arlington, VA.; however, a few positions are also available at the Washington Navy Yard, Washington, D.C. and

the Hoffman Bldg., Alexandria, VA. Submit an SF-171 and OPM Form 1170/17 if applicable.

Consolidated Civilian Personnel Office, Washington

Filing Dates: January 15 through February 15

Clerks—Typists

Positions, GS-2/3/4, located in the Washington, DC metropolitan area. A few positions may be filled in Maryland (Annapolis, Solomons Island, Patuxent Naval Air Station, Cheltenham, or Fort Meade). Most positions are for Typists. Applicants must submit a signed SF-171 and should specify position title, grade level, location for which applying and a telephone number where they can be reached. A separate SF-171 is required for each type of position.

Naval Medical Command National Capital Region

Filing Dates: February 2 through March 2

Typists

Fifty positions located in Bethesda, MD and Washington, DC. Submit an SF-171 and OPM Form 1170/17 or a transcript if you attended college. Applicants should submit a proficiency certificate or certify to their typing speed on the SF-171. They should also specify grade level, location for which applying and a telephone number where they can be reached.

OFFICE OF PERSONNEL MANAGEMENT

Filing Deadline: April 1

Typists—Clerks—Statistical Clerks—Other related positions

Jobs at grades GS-2/4 (typing usually required) located in Washington, DC. For positions in other parts of the country, contact regional offices directly to learn if applications are being accepted. Addresses of regional offices may be obtained from your local Federal Job Information Center (list appears in this publication). If you have attended college, attach a transcript or list of college courses (OPM Form 1170/17).

PENSION BENEFIT GUARANTY CORPORATION

Filing Deadline: February 15

Typists—Clerks—Data Transcribers, GS-2/3/4

Limited number of positions in Washington, DC. Submit an SF-171. Applicants for typist positions should submit a proficiency certificate. Self-certification is acceptable. Data transcriber applicants should submit an OPM Form 1170/17 or transcripts.

SECURITIES AND EXCHANGE COMMISSION

Filing Dates: January 15 through March 15

Clerks—Typists—Stenographers

Limited number of positions located in Washington, DC. Submit an SF-171. Applicants for typist/steno positions should submit a proficiency certificate if available or certify to their typing speed on the SF-171.

DEPARTMENT OF STATE

Filing Deadline: December 31

Typists—Stenographers, GS-2/4

Jobs are located in Washington, DC. Because a lengthy background investigation is required of each applicant, opportunities are best for those who apply early, although applications will be accepted through December 31, 1987.

There may also be a few positions for Clerks. Typing and/or stenography skills will be verified; therefore, if you have a proficiency certificate please submit a copy of it with your application.

DEPARTMENT OF TRANSPORTATION

Office of the Secretary

Filing Dates: January 15 through March 15

Typists—Stenographers

A limited number of positions at grades GS-2/4 will be available in Washington, DC. These positions are within the Office of the Secretary, Office of the Inspector General, Federal Highway Administration and the Research and Special Programs Administration.

For positions in other parts of the country, contact the Department of Transportation Personnel Office with jurisdiction over the geographic area where you wish to be employed. Addresses and telephone numbers can be obtained from the telephone directory under "U.S. Government."

Applicants must submit an SF-171. Applications will not be acknowledged or returned. Only those selected will be notified.

Federal Highway Administration, Region 3

Filing Dates: January 15 through March 15

Typists—Clerks—Other related positions

A limited number of GS-2/4 positions will be filled in various locations in Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia. Submit an SF-171.

Federal Highway Administration Eastern Direct Federal Division

Filing Dates: January 1 through April 15

Typists

A limited number of GS-2/4 positions will be filled in Arlington, VA. Applicants must submit an SF-171. Applications will not be returned and only candidates selected for employment will be notified.

DEPARTMENT OF THE TREASURY

Departmental Offices

Filing Dates: March 15 through April 15

Typists—Stenographers

A limited number of positions at grades GS-2/4 will be available in Washington, DC. Please submit a photocopy of SF-50, Notification of Personnel Action, if you were employed by the Federal government last summer.

Internal Revenue Service

Filing Deadline: March 15

Typists—Stenographers—Statistical Clerks

Positions are at the GS-2/3/4 levels. The jobs are located both in and outside of the Washington area. For jobs in Washington, send your application to the IRS address listed with Agency Addresses in this booklet. For jobs in other areas, send your application to the IRS Personnel Office nearest to the place where you wish to work.

Please submit a photocopy of your latest SF-50, Notification of Personnel Action, if you were previously employed by the Federal government. Submit a completed SF-171 and OPM Form 1170/17. On the OPM Form 1170/17, all undergraduate courses must be listed, including those to be completed in the spring. Applicants will be considered ineligible if all forms are not complete when they are submitted. Applications will not be returned and only candidates selected for employment will be notified.

U.S. Customs Service

Filing Deadline: March 1

Submit a completed SF-171 and OPM Form 1170/17. On the OPM Form 1170/17, all undergraduate courses must be listed, including those to be completed in the spring. Applications should indicate home and school addresses and phone numbers. Applicants will be considered ineligible if all forms are not complete when they are submitted. Applications will not be returned and only candidates selected for employment will be notified. Limited background investigations are required for several positions.

Positions will be available at locations indicated below. Applicants should apply to the Office of Human Resources in Washington, DC and submit separate applications for each location.

Typists—Audit Clerks—Data Entry Clerks

Positions are located in Washington, DC. Applicants for Typist positions are required to type at least 40 wpm (Please indicate typing speed on the SF-171.) Typist positions will also be available in Indianapolis, IN and Glynnco, GA.

**Typists—Customs Aids—Investigative Aids—Clerks
Stenographers—Personnel Clerks—Staffing Clerks**

Positions will be available in various locations within the following regions: New York; North Central; South Central; Southeast; Southwest; Northeast; and Pacific.

Financial Management Service

Filing Dates: January 15 through April 15

Clerks—Typists—Data Transcribers

A limited number of positions will be available in the metropolitan Washington, DC. area and Prince George's Plaza vicinity (Hyattsville, MD).

Bureau of Alcohol, Tobacco, and Firearms

Filing Dates: March 15 through April 15

Clerks—Typists

Approximately 50 positions at grades GS-1/4 will be available in the Washington, DC metropolitan area.

United States Mint

Filing Deadline: April 15

Clerks—Typists—Information Receptionists

A limited number of positions will be located in Denver, CO; Philadelphia, PA; San Francisco, CA; Washington, DC; West Point, NY; and Fort Knox, KY. Applications should be submitted directly to the location desired.

Office of the Comptroller of the Currency

Filing Deadline: February 29

Typists—Office Clerks

Approximately 30 positions at grades GS-2/3/4 will be available in the Washington, DC area.

Bureau of the Public Debt

Filing Dates: February 1 through February 21

Typists—Clerks

Approximately 6 positions at the GS-2/3/4 level will be available in Washington, DC

U.S. INFORMATION AGENCY (USIA)

Filing Dates: No specific deadline. **These are unpaid volunteer positions.**

Clerks—Typists

Positions are located in Washington, DC. A complete background investigation is required. Submit an SF-171.

**U.S. ARMS CONTROL AND DISARMAMENT
AGENCY**

Filing Deadline: January 9

Typists—Stenographers

Limited number of jobs located in Washington, DC at grades GS-2/3/4. Applicants must submit an SF-171 and OPM Form 1170/17. All selected persons must be eligible for a Top Secret clearance.

VETERANS ADMINISTRATION

Filing Deadline: March 15

Clerks—Typists—Stenographers—Word Processors

Limited number of positions will be available at the VA's Central Office. Applicants must submit an SF-171 and OPM Form 1170/17, including those courses completed in the spring. Applications will not be returned and only candidates selected for employment will be notified.

For employment at VA facilities outside of Washington, DC, contact the personnel office at the medical center, regional office, or data processing center where you wish to work.

GROUP II—NONCLERICAL JOBS, GS-1/4

Jobs Covered

The jobs in this group are in grades GS-1 through GS-4 and involve duties of a subprofessional or nonclerical nature. Examples of some of the jobs included in Group II are:

Accounting Technician	Mathematics Aid/Technician
Architectural Aid/Technician	Medical Aid/Technician
Biological Aid/Technician	Museum Aid/Technician
Computer Assistant	Nursing Aid/Assistant
Engineering Aid/Technician	Park Ranger
Engineering Draftsman	Photographer Technician
Firefighter	Physical Science
Guide	Aid/Technician
Health Aid/Technician	Recreation Aid/Assistant
Illustrator	Social Science Technician
Lifeguard	Surveying Aid/Technician

Who May Apply

To apply for jobs in this group, you must be at least 16 years of age.

Experience/Education Requirements

Most of the jobs in Group II require education or experience appropriate to the type of work for which you apply. As a minimum, you must have education or experience or a combination of both in the following amounts:

Grade	Weekly Pay*	Education/Experience**
GS-1	\$184	No education or experience.
GS-2	\$208	High School graduation or 6 month's experience
GS-3	\$226	Meet GS-2 requirements plus 1 year college or 1 year of experience
GS-4	\$254	Meet GS-2 requirements plus 2 year's college or 2 year's experience

*estimated

**X-118 modified for some positions

Applicants are not required to pass a written test in order to apply for jobs in this group.

DEPARTMENT OF AGRICULTURE

Agricultural Research Service

Filing Dates: February 2 through March 31

Biological Aids, Physical Science Aids, Engineering Aids, GS-2/3/4

Positions are located in Frederick and Beltsville, MD. All applicants must submit a completed and signed SF-171 and OPM Form 1170/17, which includes all courses expected to be completed in spring 1988. Applicants must be U.S. citizens. Send applications to the Agricultural Research Service address listed in the back of this announcement.

National Agriculture Library

Filing Dates: January 2 through March 31

Library Aids/Technicians, GS-2/3/4

Positions are located in Beltsville, MD. All applicants must submit a completed and signed SF-171 and OPM Form 1170/17, which includes all courses expected to be completed in spring 1988. Applicants must be U.S. citizens. Send applications to the Agricultural Research Service address listed in the back of this announcement.

Forest Service

Filing Dates: December 1 through January 15

Forestry (timber, fire, wildlife, recreation)—Civil Engineering, GS-2/3/4

It is anticipated that very few new summer positions will be filled. Interested applicants should review OPM regional supplements for those areas in which they are interested in working or contact Forest Service Offices directly to determine job opportunities prior to submitting applications.

Applications may be filed for ONE Forest Service location only. Specify the National Forest where employment is desired. Applicants will be given consideration for employment with that National Forest only.

Application form, FS-6100-23, "Application for Temporary Employment," must be used and may be obtained from any Forest Service Office. Applications postmarked after January 15 will not be accepted.

Personnel Operations

Filing Dates: February 1 through March 15

Computer Clerks, GS-3/4

Positions are located in Washington, DC and require 2 years of study above the high school level which included at least 12 semester hours (or equivalent) in ADP-related courses of study and practice, or appropriate experience. Submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF THE AIR FORCE

Air Force District of Washington

Filing Dates: January 4 through March 25

Lifeguards

Positions at GS-2/3/4 located at Bolling AFB. Applicants must possess a Senior Life Saving Certificate and a Cardio-Pulmonary Resuscitation (CPR) Card. Submit an SF-171 and OPM Form 1170/17, including courses expected to be completed by the summer. Note: Vacant Lifeguard positions may be filled in July and August as a result of early resignations. First consideration will be given to applicants available in May and June.

Filing Dates: January 4 through January 24

Mathematics Aids

Positions at GS-2/3/4 located at the Pentagon an SF-171 and OPM Form 1170/17 including courses expected to be completed by the summer.

Qualifications: For the GS-2

a high school diploma, one years worth of algebra and 2 other half-year or physical science (surveying); OR 6 months in the physical sciences, computer operations, or a related field. For the GS-3 completed 1 year of that consisted of 12 semester hours of computer science, or and/or surveying; OR listed for the GS-2 level must have completed coursework that consists of 12 semester hours in the courses year and 6 months of months of specialized work of progressive complexity. Information provided

Andrews Air Force Base

Filing Deadline: April 1

Lifeguards

Jobs at grades GS-2/3 located at Airman's Pool, Andrews AFB. Mail applications to Andrews AFB address listed under agency addresses. Applicants must possess a valid Senior Life Saving Certificate and Cardio-Pulmonary Resuscitation (CPR) Card. Applicants must be at least 16 years of age. Consideration cannot be guaranteed if applications do not clearly state Airman's Pool in item 2 of the SF-171. Applications will not be returned and only candidates selected for employment will be notified. Tour of duty is 5 days a week, including weekends.

DEPARTMENT OF THE ARMY

Headquarters, U.S. Army Laboratory Command

Filing Deadline: January 29

Engineering Aids/Technicians—Computer Clerks

Positions at GS-2/4 located in Adelphi, MD; Woodbridge and McLean, VA. Separate applications must be submitted for each type of position.

All other Army activities located in MD, VA, and DC

Filing Deadline: March 11

Engineering Aids/Technicians—Computer Clerks—Accounting Technicians—Editorial Clerks/Assistants—Biology Aids—Physical Science Aids—Pharmacy Aids/Technicians

Positions at grades GS-2/4. Competition is keen. A separate application must be submitted for each type of position. All applicants must submit a complete and signed SF-171 and college transcripts or preferably OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applications must be received in the office by close of business March 11, 1988. Candidates will be rated for highest grade qualified. Applications will not be acknowledged or returned and only candidates selected will be notified. Consideration cannot be guaranteed if application is sent to any other Department of the Army office. Most jobs will be located at the Pentagon, Nassif Building on Columbia Pike, Ft. Myer, Pulaski Building on Massachusetts Avenue, Hoffman and AMC Buildings in Alexandria, Ft. Belvoir, and Walter Reed Medical Center.

Lifeguards, GS-2/4

All applicants must submit a complete and signed

1. All applicants must also submit a copy of a valid Water Safety Certificate and/or Water Safety Instructor (WSI) certificate. Applicants must be 16 years of age by May 13,

Applications must be received in the office by close of March 11, 1988. Candidates will be rated only for

that is, the highest grade for which qualified.

s will not be acknowledged or returned and only selected will be notified. Consideration cannot be

1 if application is sent to any other Department of office. Most jobs will be located at Ft. McNair, Ft.

2 Ft. Belvoir pools.

Army, Corps of Engineers,

Filing Dates: January 1 through March 31

Engineering Aids, GS-2/3

Limited positions available at Fort Belvoir and Fort Myer, VA and at Kingwood, West Virginia. Applicants should submit a complete and signed SF-171 and OPM Form 1170/17.

DEPARTMENT OF COMMERCE

Bureau of the Census

Filing Deadline: April 1

Computer Assistants

To be eligible you must be a U.S. citizen and a college student, or have the equivalent experience. Jobs are at grades GS-3/4 and are located in Suitland, MD, a suburb of Washington, DC. Applicants must submit an SF-171, and OPM Form 1170/17, including page 4 of the latter form. A computed grade point average and a list of college courses completed or to be completed by the end of the current school year must be included with the application. Applicants will be considered ineligible if all forms are not complete when they are submitted.

International Trade Administration

Filing Deadline: March 1

Economics—Marketing—Business Administration—International Relations

Positions are at grades GS-2/4 and are located in Washington, DC. Applicants must be U.S. citizens. Applicants will be considered ineligible unless a completed OPM Form 1170/17 is submitted with the SF-171. Applicants must check the appropriate boxes in Part III of the OPM Form 1170/17 and compute their grade point average. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, applicants must provide the number of semester/quarter hours to be completed by the end of the current school year, and show the month and year they expect to receive their degree.

National Oceanic and Atmospheric Administration

Filing Deadline: March 15

Cartographic Technicians—Computer Assistants—Engineering Aids—Mathematics Aids—Physical Science Aids—Accounting Technicians

Jobs at grades GS-2/4 located in the Washington, DC metropolitan area (Camp Springs, Riverdale, Rockville, Silver Spring, Suitland, MD; Washington, DC). Applicants will be considered ineligible unless a completed OPM Form 1170/17 is submitted with the SF-171. (Students graduating from high school must provide a transcript or list of all courses taken and those to be completed by end of the school year.) The note at the top of page 4 of OPM Form 1170/17 should be disregarded. Applicants must check the appropriate boxes on page 4 and compute their grade point average. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, applicants must provide the number of semester/quarter hours to be completed by the end of the current school year, and show the month and year they expect to receive their degree.

DEPARTMENT OF DEFENSE

Defense Communications Agency

Filing Deadline: February 15

Engineering Aids/Technicians (Electrical Engineering Specialty Only), GS-2/3/4—Computer Clerks/Assistants (Computer Science Specialty Only), GS-2/3/4

Competition is keen. Submit a complete and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Most jobs will be in Arlington or Reston, VA. 25 vacancies are anticipated.

Department of Defense Inspector Generals Office

Filing Dates: January 15 through January 29

Computer Assistants, GS-3/4

Approximately 10 positions will be available in the Washington, DC area. Applicants must submit an SF-171 and OPM Form 1170/17 which includes all courses to be

completed in spring 1988. Applications postmarked after the filing date will not be considered. Due to the large volume of applications anticipated, no acknowledgement of receipt will be made. Security clearances may be required for some positions.

Defense Logistics Agency

— Defense Depot Tracy

Filing Dates: February 15 through April 15

Engineering Draftsman/Office Draftsman, GS-3/4

Positions located in Tracy, California.

— Defense General Supply Center

Filing Dates: March 14 through March 31

Computer Technicians, GS-4

Positions located in Richmond, VA.

— Defense Reutilization and Marketing Service

Filing Dates: March 14 through April 14

Environmental Protection Assistants—Management Assistants, GS-4

Positions are located in Battle Creek, MI.

Defense Mapping Agency

Filing Dates: February 1 through March 15

Cartographic Aids, GS-2/3/4

Positions located at the Hydrographic/Topographic Center in Washington, DC.

Uniformed Services University of the Health Sciences

Filing Dates: January 15 through March 31

Biological/Physical Science Aids

Positions are located in the Bethesda, MD area and require a background in biology, chemistry, biochemistry, and/or microbiology. Submit an SF-171 and OPM Form 1170/17 (or college transcript).

Washington Headquarters Services

Filing Dates: January 1 through January 15

Business Administration/Management—Public Affairs—Communications—Political Science—Government—International Relations/Affairs—Mathematics/Computer Science—English/Journalism—Economics (are appropriate studies)

All applicants—former WHS employees and new applicants wishing consideration—must submit an SF-171 and OPM Form 1170/17. Previous WHS employees will be given priority consideration. Security clearances will be required which involve lengthy background investigations. Candidates will be listed on a random basis for employment consideration.

When submitting the SF-171 and OPM Form 1170/17, applicants must show grade point average for undergraduate work through the last completed semester on their OPM Form 1170/17, and indicate which school they plan to attend in the fall if applicable.

DEPARTMENT OF EDUCATION

Filing Dates: January 30 through April 15

Business Administration—Computer Science—Accounting Statistics—Social Science—Liberal Arts, GS-3/4

Positions are located in the Washington, DC area. All applicants must submit an SF-171 and college transcript or OPM Form 1170/17. Grade point average must be included.

DEPARTMENT OF ENERGY

Filing Deadline: February 26

Program Assistants—Administrative Aids—Assistants—Scientific Aids—Engineering Aids

Positions are located in Washington, DC, and Germantown, MD. All applicants should submit an SF-171 and OPM Form 1170/17, including all courses expected to be completed in spring of 1988. Applicants will be considered ineligible if all forms are not completed when submitted. Applications will not be returned and only candidates selected for employment will be contacted.

San Francisco Operations Office (DOE)

Filing Dates: January 15 through April 15

Computer Clerks/Assistants—Accounting Technicians—Engineering Technicians and Procurement Assistants

Positions are located in Oakland, CA. All applicants must submit an SF-171 and OPM Form 1170/17, including all courses expected to be completed in spring of 1988. Applicants will be considered ineligible if all forms are not completed when submitted. Applications will not be returned and only candidates selected for employment will be contacted. Send applications to the attention of the Personnel Division (Summer Employment), at the address listed in the back of this announcement.

ENVIRONMENTAL PROTECTION AGENCY

Filing Dates: March 15 through April 15

Engineering Aids—Physical Science Aids—Life Science Aids—Limited opportunities in other fields

Positions are at grades GS-2/3/4 and are located in Washington, DC and Arlington, VA. All applicants should submit a completed SF-171 and OPM Form 1170/17 or transcript. The OPM Form 1170/17 MUST include the applicant's grade point average. Applicants employed by the Federal government last summer should submit a copy of their SF-50, Notification of Personnel Action. Incomplete applications and/or applications received before or after the filing dates will not be considered.

EXPORT-IMPORT BANK OF THE UNITED STATES

Filing Deadline: March 15

Student Assistants, GS-4

Positions require Junior or Senior college status. College curriculum must be in or closely related to the fields of Economics, Accounting, Finance, Business Administration, etc. Preference will be given to students who have demonstrated superior academic achievement. Submit an SF-171 and OPM Form 1170/17 or college transcript, and indicate cumulative grade point average or class standing. In addition, veterans must submit Form DD-214.

FEDERAL EMERGENCY MANAGEMENT AGENCY

Filing Dates: February 3 through February 28

Engineering Aids—Program Assistants—Management Assistants—Computer Clerks

All positions are located in the Washington, DC area. Submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary (OS)

Filing Dates: January 1 through March 15

Accounting Technicians—Computer Aids

Most positions located in Washington, DC; a few located in Rockville, MD. Applicants should indicate location(s) for which application is being made. A completed OPM Form 1170/17 must be submitted with the SF-171; those who fail to do so will be found ineligible. Applicants must show their grade point average for undergraduate work through the last completed semester on Form 1170/17.

Office of Human Development Services (OHDS)

Filing Dates: January 1 through March 15

Child Development/Child Welfare—Social Welfare—Community Welfare—Vocational Rehabilitation—Gerontology—Management and Program Analysis—Economics/Statistics/Operations Research—Other related fields

Positions located in Washington, DC. A completed OPM Form 1170/17 must be submitted with the SF-171; those who fail to do so will be found ineligible. Applicants must show their grade point average for undergraduate work through the last completed semester on OPM Form 1170/17.

Public Health Service (PHS)

Filing Dates: January 1 through March 15 (except as otherwise indicated) for all jobs in the following Public Health Service agencies:

— National Institutes of Health (NIH)

Filing Dates: December 1 through February 1

Biology Aids/Technicians—Physical Science Aids/Technicians—Engineering Aids/Technicians—Nursing Assistants (jobs at grade GS-3 for third-year nursing students)—Computer Assistants—Other closely related fields

Most positions are located in Bethesda, MD; a few are located in Baltimore and Frederick, MD; Hamilton, MT; and Raleigh, NC. Applicants should indicate location(s) for which application is being made.

A separate application must be submitted for each occupation and grade level. Applications will not be returned and only candidates selected will be notified. Applicants must contact the following office for application forms and additional information:

National Institute of Health
Summer Employment Coordinator
Building 31, Room B3C15
9000 Rockville Pike
Rockville, MD 20892
(303) 496-1209

— Food and Drug Administration, (FDA)

Science Aids—Computer Aids—Engineering Aids

Positions are located in Bethesda, Rockville, and Silver Spring, MD; and Washington, DC.

Family Support Administration (FSA)

Filing Dates: January 1 through March 15

Computer Assistants, GS-3

Two positions located in Washington, DC.

DEPARTMENT OF THE INTERIOR

U.S. Geological Survey

Filing Dates: February 1 through March 1

Physical Science Aids and Technicians

Limited number of positions for students majoring in Cartography, Geology, Photogrammetry, Geophysics, Geodesy, Land Surveying, Physical Geography, Computer Science/Information Systems, Remote Sensing, Library Science and Mathematics. Located in Reston, VA. To apply submit an SF-171 and OPM Form 1170/17.

Bureau of Mines

Filing Dates: January 18 through February 18

Computer Aids—Physical Science Aids

Limited number of jobs located in Washington, DC.

Office of Surface Mining, Reclamation and Enforcement

Filing Dates: January 10 through March 31

Physical Science Aids/Technicians—Biological Aids/Technicians—Economic Assistants—Accounting Technicians

Positions in Washington, DC; Denver, CO; and PA for students with backgrounds in the environmental sciences and candidates with backgrounds in Business Administration for Economic Assistant and Accounting Technician positions.

National Park Service

Filing Deadline: January 15 (postmarked)

Park Rangers

Park Ranger, GS-4, requires 1½ years experience of a general nature in a park or related environment and 6 months specialized experience directly related to park operations. 2 years of college study may be substituted for the required experience if course work includes any field-oriented natural science, history, archaeology, police science, or park and recreation management.

Park Ranger, GS-3, requires 1 year of general park-related experience or 1 year of college study as described above.

Park Ranger, GS-2, requires 6 months of general park-related experience or a high school education or equivalent.

Applicants for the above jobs must be at least 18 years old by May 13, 1988. Positions with law enforcement and public safety duties have special requirements and are limited to persons at least 21 years old. Park Ranger jobs with lifeguard duties at seashore or river areas may require passing a performance test to determine physical endurance and stamina. Some positions may require special skills, knowledges, and abilities such as public speaking, natural science, park and recreation management, dramatic arts, etc. APPLICATIONS POSTMARKED AFTER JANUARY 15, 1988 WILL NOT BE ACCEPTED.

Filing Dates: March 15 through March 29

Engineering Aids/Technicians

Limited number of GS-3/4 positions located in the Washington, DC metropolitan area.

Filing Dates: March 15 through March 29

Technicians: Social Science—Biological—Architectural

Students will be involved in providing assistance in collecting data on historic places; integrated pest management programs, wildlife, fisheries, and vegetation management activities and evaluating, interpreting, and graphically delineating historic sites.

Students must have at least two years of study in an accredited college/university pursuing course work in these specific fields. Application forms and instructions may be obtained by contacting the National Park Service, WASO Per-

sonnel Office; P.O. Box 37127, 18th and C Streets, N.W.; Room 2328; Washington, DC 20013-7127, (202) 343-4163.

Filing Deadline: March 31. Most positions filled between May 1 and July 1.

Technicians and Aids in: Engineering (civil/mechanical)—Landscape Architecture—Architecture—Surveying—Drafting

Positions are at grades GS-4 and below. Most of the jobs are located in Denver, CO. These positions are usually filled by students attending accredited colleges pursuing coursework in these specific fields, but this is not mandatory. For GS-3, completion of 1 year of college study is required; for GS-4, completion of 2 years of college study is required. As most jobs are located in Denver, CO, contact the NPS Denver Service Center, 755 Parfet Street, P.O. Box 25287, Denver, CO 80225, for specific information and appropriate application forms.

Filing Dates: March 15 through March 29

Accounting Technicians—Physical Science Aids/Technicians—Program Assistants—Museum Technicians

Limited number of positions located in the Washington, DC metropolitan area.

Filing Deadline: March 13

Architectural Technicians—Photographer Technicians—Geographer Technicians for Historic American Building Survey/Historic American Engineering Record Summer Recording Team Projects

Limited number of GS-4 positions will be available in various parts of the country including Washington, DC.

Students with at least 2 years of study in an accredited college/university that included coursework in architectural drafting and procedures utilizing graphic reproduction techniques may apply. Also an ability to evaluate, interpret, and graphically delineate historic engineering, industrial, and architectural sites is required.

Application forms and instructions may be obtained by contacting the HABS/HAER Program Coordinator in the Regional Personnel Offices where the positions are located. These offices are identified with an asterisk under Agency Addresses in the back of the announcement. (See National Park Service listing.)

Minerals Management Service

Filing Deadline: February 19

Accounting Technicians—Engineering Aids/Technicians—Physical Science Aids/Technicians

Limited number of positions for students majoring in geology, geophysics, mining, and petroleum engineering. Located in Washington, DC; Reston, Herndon, and Vienna, VA.

INTERNATIONAL TRADE COMMISSION

Filing Dates: January 15 through February 15

Business Administration—Economics—Marketing—Finance—Computer Science—International Trade/Relations

Limited number of positions at GS-3/4 available in the Washington, DC metropolitan area. To apply, submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF JUSTICE

Immigration and Naturalization Service

Filing Dates:

—*Computer Aids, GS-1/4—January 1 through March 15*
—*Management Assistants, GS-4—January 1 through March 1*
Positions located in the Washington, DC metropolitan area. Because of the large volume of applications anticipated, no acknowledgment of receipt will be made.

DEPARTMENT OF LABOR

Filing Deadline: March 1

Economic Assistants—Math Aids—Computer Assistants—Industrial Hygiene Assistants—Research Assistants—Program Assistants—Management Assistants—Engineering Aids—Library Aids—Wage-Hour Assistants—Legal Clerks—Personnel Assistants—Wage Determination Assistants—Accounting Technicians—Safety Technicians

Limited number of positions available in Washington, DC and Arlington, VA. Applicants must submit an SF-171 and OPM Form 1170/17; those who fail to do so will be found ineligible. Applicants must show their grade point average for undergraduate work through their last completed semester on OPM Form 1170/17. For field positions, contact the appropriate Regional office listed in the back of this announcement.

MERIT SYSTEMS PROTECTION BOARD

Filing Dates: January 1 through March 31

Computer Science—Personnel Management—Business Administration

Limited number of positions in Washington, DC and Falls Church, VA, at GS-2/3/4. Applicants must submit SF-171 and OPM Form 1170/17.

NATIONAL SCIENCE FOUNDATION

Filing Deadline: March 15

Computer Clerks/Assistants, GS-3/4

Positions are located in Washington, DC. Applicants should submit an SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988.

DEPARTMENT OF THE NAVY

Secretariat/Headquarters Civilian Personnel Office

Filing Dates: February 16 through March 16

Accounting Technicians

Limited number of positions available at the GS-4 level in the Washington, DC metropolitan area. Applicants must have completed at least 2 years of education above the high school level (60 semester hours or 90 quarter hours) of which at least 6 semester hours or 9 quarter hours are in Accounting, or have appropriate experience. Submit an SF-171 and OPM Form 1170/17 if applicable.

Consolidated Civilian Personnel Office, Crystal City

Filing Dates: January 18 through February 18

Engineering Aids/Technicians—Accounting Clerks—Computer Clerks, GS-3/4

The primary location of these positions will be at Crystal City, Arlington, VA.; however, a few positions are also available at the Washington Navy Yard, Washington, DC and the Hoffman Bldg., Alexandria, VA. Submit an SF-171 and OPM Form 1170/17, which includes all courses to be completed by spring 1988.

Consolidated Civilian Personnel Office, Washington

Filing Dates: January 15 through February 15

Computer Clerks—Physical Science Aids—Engineering Aids—Accounting Technicians

Limited number of positions, GS-3/4, are available in the Washington, DC metropolitan area. Applicants must submit a completed SF-171 and OPM Form 1170/17. Indicate semester/quarter hours and grade for each course. Grade point average must be computed on page 4 of OPM Form 1170/17. Courses to be completed in the spring must also be listed. The total number of semester/quarter hours completed by the end of the current school year must be indicated. Applicants not meeting the above requirements will not be considered.

The Physical Science positions are located at the U.S. Naval Observatory. Applicants applying for those positions must meet the following selective placement factor: Applicants must be majoring in Astronomy, Physics, Math, Computer Science, or Electronic Engineering with a 'B' average (3.0 on a 4 point scale) in the major. Students applying for Physical Science positions must compute their GPA for their major as well as total GPA.

Naval Medical Command National Capital Region

Filing Dates: February 2 through March 2

Biological Aids

A limited number of positions will be filled in Bethesda, MD. Submit a complete SF-171 and OPM Form 1170/17 or transcript. All courses and semester/quarter hours must be listed including those to be completed in spring 1988. Applicants will be considered ineligible if all forms are not complete when submitted.

Naval Research Laboratory

Filing Dates: January 15 through February 12

Physical Science Aids—Engineering Aids—Computer Assistants

Jobs at grades GS-2/3/4 located in Southwest, Washington, DC. Since few positions are available in relation to the number of applicants, priority is given to students with a superior academic record. Include any pertinent awards and honors with application forms.

OFFICE OF PERSONNEL MANAGEMENT

Filing Deadline: April 1

Accounting Technicians—Computer Assistants—Math Aids—Other related positions

Limited number of positions available in Washington, DC at GS-4. Applicants must have 2 years of college or experience to qualify. For the Accounting Technician, preference will be given to applicants with majors or experience in the fields of Budget and Accounting, including clerical work in payroll. Applicants must have 12 semester hours or 18 quarter hours in any ADP related courses to qualify for Computer Assistant. For Math Aids, preference will be given to those with majors or experience in Mathematics. Attach a transcript or list of college courses (OPM Form 1170/17).

DEPARTMENT OF TRANSPORTATION

Office of the Secretary

Filing Dates: February 1 through March 1

Editorial Assistants—Transportation Assistants—Engineering Aids—Mathematics Aids—Computer Clerks

A limited number of positions at grades GS-2/4 will be available in Washington, D.C. These positions are within the Office of the Secretary, Federal Railroad Administration, Federal Highway Administration, and Research and Special Programs Administration.

For positions in other parts of the country, contact the Department of Transportation Personnel Office with jurisdiction over the geographic area where you wish to be em-

ployed. Addresses and telephone numbers can be obtained from the telephone directory under "U.S. Government."

Applicants must submit an SF-171 and OPM Form 1170/17 (include grade point average). Applications will not be acknowledged or returned. Only those selected will be notified.

Federal Highway Administration Eastern Direct Federal Division

Filing Dates: January 1 through April 15

Engineering Aids/Technicians—Engineering Draftsmen

A limited number of GS-2/4 positions will be filled in Arlington, VA, and at various project locations throughout the Eastern United States. Preference will be given to Civil Engineering majors and applicants with highway-related experience. Applicants must submit an SF-171 and include their grade point average on their OPM Form 1170/17. Applications will not be returned and only candidates selected for employment will be notified.

Federal Highway Administration, Region 3

Filing Dates: January 15 through March 15

Engineering Aids/Technicians—Transportation Planning Aids

A limited number of GS-2/4 positions will be filled in various locations in Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia. Applicants must submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF THE TREASURY

Internal Revenue Service

Filing Deadline: April 1

Submit a completed SF-171 and OPM Form 1170/17. All undergraduate courses and semester/quarter hours must be listed including those to be completed in the spring of the current school year. Applicants will be considered ineligible if all forms are not complete when they are submitted.

Graphic Designers

Positions will be available at the GS-4 level in the Washington, DC area. Applicants with majors in Graphic Design should have knowledge of design theory, production techniques, typography and the use of grids in publication design. In addition, knowledge of printing technology as related to graphic design will be especially useful. Those selected will assist professional designers with various visual graphic design projects. Include a short narrative statement of career interests and at least 12, but not more than 20, 35mm slides of relevant graphic design projects.

Engineering Technicians

Positions will be available at the GS-4 level in the Washington, DC area. Applicants must have completed 2 years of education leading to a Bachelor's degree in either Mechanical or Electrical Engineering. The Engineering Technician must have good drafting skills; knowledge of methodology and techniques of engineering; skill in applying this knowledge in carrying out elementary assignments; and basic knowledge of HVAC and plumbing or electrical engineering principles, techniques and concepts.

The Technician will work closely with senior engineers. Assignments are designed to orient the employee in the application of academic theories to engineering design work. The Technician will perform specified assignments pertaining to design and drafting for relating mechanical and electrical systems for office building and computer facilities; and will prepare layouts and detailed drawings.

U.S. Customs Service

Filing Deadline: March 1

Accounting Technicians—Computer Clerks/Assistants—

Engineering Aids—Program Assistants—Video Production Aids—Computer Aids—Equipment Aids (Note: additional positions may be listed in regional supplements to this announcement.)

Submit a completed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988. Applications should contain home and school addresses and phone numbers. Limited background investigations will be required for several positions. Applications will not be returned and only candidates selected for employment will be notified. Locations of the positions are listed below. Applicants should apply to the Office of Human Resources in Washington, DC and submit a separate application for each location. Applicants will be considered ineligible if all forms are not complete when submitted.

Accounting Technician positions are located in Washington, DC and Indianapolis, IN.

Program Assistant positions are located in Washington, DC; Indianapolis, IN; Glyncro, GA; and various locations within the following regions: New York, Northeast, North Central, Southwest, South Central, and Pacific.

Computer Clerk/Assistant positions are located in Washington, DC and Franconia, VA.

Engineering Aid, Video Production Aid, Computer Aid and Equipment Aid positions are located in Washington, DC.

Office of the Comptroller of the Currency

Filing Deadline: February 29

Accounting Technicians—Financial Assistants—Economics Assistants

A limited number of positions will be available in Washington, DC at grades GS-1/4.

Bureau of the Public Debt

Filing Dates: February 1 through February 21

Accounting Technicians—Computer Assistants—Public Affairs

Approximately 6 positions at GS-4 will be available in Washington, DC.

United States Mint

Filing Deadline: April 15

Marketing Assistants—Physical Science Technicians—Computer Assistants—Tour Guides

A limited number of positions will be located in Washington, DC; Philadelphia, PA; Denver, CO; San Francisco, CA; West Point, NY; and Fort Knox, KY. Applications should be submitted directly to the location desired.

Financial Management Service

Filing Dates: January 15 through April 15

Accounting Technicians—Computer Operators

A limited number of vacancies will be available in the metropolitan Washington, DC area and Prince George's Plaza vicinity (Hyattsville, MD).

U.S. INFORMATION AGENCY (USIA)

Filing Dates: No specific deadline. These are unpaid volunteer positions.

Journalism—International Relations—Economics—Political Science—Law—Computer Science—Communications (Television)—Accounting—Business Administration—Area Studies

Applicants MUST submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average computed. All undergraduate courses must be listed, including those completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown.

Specify in block 2 on the SF-171 your area of interest. A background investigation is required. Positions are located in Washington, DC.

USIA—VOICE OF AMERICA

Filing Deadline: March 1

Student Interns—Opportunities exist for students with a background in Journalism—International Relations—Broadcasting—Communication—Political Science—Engineering—Personnel Administration (limited positions)

After the initial screening of the applications, the highly qualified candidates may be required to submit a writing sample. Foreign language proficiency is desirable for some positions. Positions are located in Washington, DC. A complete background investigation is required. Submit an SF-171 and OPM Form 1170/17.

VETERANS ADMINISTRATION

Filing Deadline: March 15

Computer Science—English/Journalism—Statistics—Safety/Fire Protection—Accounting—Engineering—Textile and Consumer Economics—Business Administration—Personnel Administration

A limited number of positions will be available at VA's Central Office. Applicants must submit a completed SF-171 and OPM Form 1170/17, including those courses completed in the spring. Applications will not be returned and only candidates selected for employment will be notified.

For employment at VA facilities outside of Washington, DC contact the personnel office at the medical center, regional office, or data processing center where you wish to work.

GROUP III—POSITIONS IN GRADES GS-5 AND ABOVE

Jobs Covered

This group includes jobs in grades GS-5 and above involving professional, technical or administrative work which may be available in each of the agencies and departments listed.

Who May Apply

To be considered for summer employment in this group, you must be a college graduate, graduate student, planning to attend graduate school, faculty member, or possess the equivalent in experience or a combination of education and experience related to the duties of the position for which you are applying.

Experience/Education Requirements

Before filling your application be sure your education and/or experience is relevant to the kinds of positions for which you apply. If you do not meet the backgrounds for which an agency is recruiting, your application will not be considered for summer employment. For many occupations, 3 years of experience are required for the GS-5 level, 4 years for GS-7, 5 years for GS-9, and 6 years for GS-11 and above.

If you are qualifying solely on the basis of education, the amount of education you must have completed by the end of the current school year and the grade for which you will qualify is indicated below.

Grade	Weekly Pay*	Experience or Education**
GS-5	\$285	4 years of college
GS-7	\$353	Bachelor's degree with superior academic achievement or 1 year of graduate work
GS-9	\$431	Master's degree or 2 years of graduate work
GS-11	\$522	Doctoral degree or 3 years of graduate work
GS-12	\$626	Doctoral degree—research positions only

*estimated

Education Requirements for Law Clerks/Legal Interns

Grade	Education
GS-5	1 completed year of law school
GS-7	2 completed years of law school
GS-9	LL.B or J.D.

AGENCY FOR INTERNATIONAL DEVELOPMENT

Filing Deadline: January 15

Accounting—Economics—Public Health—Agriculture—Business Administration—Urban Development

A limited number of positions at the GS-5/12 levels are located in the Washington, DC area. Applicants must have an undergraduate degree and must be pursuing graduate studies leading to a Master's degree in one of the above fields, or have appropriate experience. Applicants must submit an SF-171 and OPM Form 1170/17. Those who fail to submit a complete application will not receive further consideration. Security clearances will be required which involve lengthy background investigations. Because of the volume of applications anticipated, no acknowledgement of receipt will be made.

DEPARTMENT OF AGRICULTURE

Animal and Plant Health Inspection Service (APHIS)

Filing Deadline: February 27

Veterinary Student Trainees

Students working toward their Doctor of Veterinary Medicine degree (DVM) and completing their second or third year of veterinary school will be considered for appointment in the summer intern program at the GS-5 and GS-7 levels respectively. Positions are located in Hyattsville, MD and throughout the United States and Puerto Rico. (Consideration will only be given to students attending AVMA approved veterinary medical schools.)

Applicants must submit an SF-171 and OPM Form 1170/17 or college transcript along with certification, by school, of years completed in veterinary medical school. Mail forms to:

USDA, APHIS
Field Servicing Office
Butler Square West
100 North 6th Street
Minneapolis, MN 55403

Forest Service

Filing Dates: December 1 through January 15

Forestry (timber, fire, wildlife, recreation)—Civil Engineering, GS-5

It is anticipated that very few new summer positions will be filled. Interested applicants should review OPM regional supplements for those areas in which they are interested in working or contact Forest Service Offices directly to determine job opportunities prior to submitting applications.

Applications may be filed for ONE Forest Service location only. Specify the National Forest where employment is desired. Applicants will be given consideration for employment with that National Forest only.

Application form, FS-6100-23, "Application for Temporary Employment," must be used and may be obtained from any Forest Service Office. Applications postmarked after January 15 will not be accepted.

Office of International Cooperation and Development

Filing Dates: March 15 through April 15

Program Assistants (Typing)—Training Technicians (Typing)

Positions located in Washington, DC. First consideration will be given to those applicants with skill in operating typewriters and/or word processors.

DEPARTMENT OF THE ARMY

The Judge Advocate General's Corps

Filing Deadlines: November 7, 1987—2nd year law students (Although the filing date for 2nd year law students predates publication of this announcement, information is included here as reference.)

March 7, 1988—1st year law students

Legal Interns

Students who are working toward their first professional law degree (LL.B or J.D.) and are completing their first or second year of law school will be considered for appointment in the summer law intern program at the GS-5 and GS-7 levels, respectively. Positions are located in Washington, DC; Army Installations throughout the United States, and in Germany.

For application forms (DAJA-PT Form 13, and SF-171) and additional information, call toll-free (800) 336-3315 or in Virginia call collect (703) 664-6415, or write:

The Judge Advocate General's Corps
Professional Recruiting Office (Summer Intern)
Ft. Belvoir, VA 22060-5818

College and law school transcripts must be submitted with application. Applications will only be considered from students attending ABA accredited law schools.

DEPARTMENT OF COMMERCE

Bureau of the Census

Filing Deadline: April 1

Statistics (Economic/Mathematical/Demographic)—Sociology—Mathematics—Computer Science

Limited number of positions in the Washington, DC metropolitan area. Applicants must submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average computed. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown. Applicants entering graduate school must submit a letter of acceptance to graduate school. Applicants will be considered ineligible if all forms are not complete when they are submitted.

National Oceanic and Atmospheric Administration

Filing Deadline: March 15

Meteorology—Computer Science—Environmental Studies—Mathematics—Physical Science—Writer-Editor—International Affairs—Social Anthropology—EEO Specialists

Jobs at grades GS-5 and above are located in the Washington, DC metropolitan area (Camp Springs, Riverdale, Rockville, Silver Spring, Suitland, MD; Washington, DC). Applicants must submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and undergraduate grade point average computed. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown. Applicants entering graduate school must submit a letter of acceptance to graduate school. Applicants will be considered ineligible if all forms are not complete when they are submitted.

Patent and Trademark Office

Filing Deadline: March 1

Law—Computer Science

Jobs located in Arlington, VA. All applicants must submit an SF-171 and OPM Form 1170/17.

International Trade Administration

Office of the Secretary (Including Minority Business Development Agency, National Technical Information Service, and Office of the Under Secretary for Economic Affairs.)

Filing Deadline: March 1

Business—Economics—Electronic Engineering—Computer Science—Communications (Electronic)—Accounting—Finance—Public Administration—Statistics—Marketing—International Relations

Jobs located in Washington, DC. Applicants must submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF DEFENSE

Washington Headquarters Services

Filing Dates: January 1 through January 15

Business Administration/Management—Public Affairs—Communication—Political Science—Government—International Relations/Affairs—Mathematics/Computer Science—History—English/Journalism—Economics—Engineering

A baccalaureate degree or an advanced degree in any one of the above majors would be the most appropriate for these positions.

All applicants—former WHS employees and new applicants wishing consideration—must submit an SF-171 and OPM Form 1170/17. Previous WHS employees will be given priority consideration. Security clearances will be required which involve lengthy background investigations. Candidates will be listed on a random basis for employment consideration.

When submitting the SF-171 and OPM Form 1170/17, applicants must show grade point average for undergraduate and graduate work through the last completed semester on their OPM Form 1170/17, and indicate which school they plan to attend in the fall.

DEPARTMENT OF EDUCATION

Filing Dates: January 30 through April 15

Education—Public Administration—Social Science—Business—Liberal Arts, GS-5/6

Positions are located in the Washington, DC area. All applicants should submit a completed SF-171 and college transcript or OPM Form 1170/17. Grade point average must be included.

ENVIRONMENTAL PROTECTION AGENCY

Filing Dates: March 15 through April 15

Computer Science—Engineering—Physical Science—Statistics—Life Science—Limited opportunities in other fields.

Positions are located in Washington, DC and Arlington, VA. All applicants should submit a completed SF-171 and an OPM Form 1170/17 or transcript. The OPM Form 1170/17 must include the applicant's grade point average. Applicants employed by the Federal Government last summer should submit a copy of their SF-50, Notification of Personnel Action. Incomplete applications and/or applications received before or after the filing dates will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Filing

the GS-5 and one year of graduate study to qualify at the GS-7. College curriculum must be in or closely related to the fields of Economics, Accounting, Finance, Business Administration, etc. Preference will be given to students who have demonstrated superior academic achievement. Submit an SF-171 and OPM Form 1170/17 or college transcript, and indicate cumulative grade point average or class standing. In addition, veterans must submit Form DD-214.

FEDERAL HOME LOAN BANK BOARD

Filing Dates: March 1 through April 1

Research Assistants—Financial Assistants—Program Analysts

Approximately 10 to 15 positions located in Washington, DC. Applicants should submit an OPM Form 1170/17 or transcripts of coursework, with an SF-171. Candidates should enter "Group III" in item 1 of the SF-171. Due to large volume of applications, no acknowledgement of receipt will be made.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary (OS)

Filing Dates: January 1 through March 15

Public Policy/Administration—Health Care Administration—Business Administration—Political Science—Computer Science—English—Statistics—Economics—Accounting—Legal Intern

Most positions located in Washington, DC; the legal intern positions are located in the Rockville, and Baltimore, MD areas. Applicants should indicate location(s) for which application is being made.

A completed OPM Form 1170/17 must be submitted with the SF-171; those who fail to do so will be found ineligible. Applicants should show their grade point average for undergraduate and graduate work through the last completed semester on OPM Form 1170/17.

— Public Health Service (PHS)

Filing Dates: January 1 through March 15
(unless otherwise indicated) for jobs in the following Public Health Service agencies:

For the PHS agencies listed below, students, in addition to the forms required by this announcement, are to submit either (a) or (b) below. (Student status is not a requirement for these positions. Qualified non-student applicants need not supply the following documentation.) Applications that do not have all necessary documentation will not be considered.

- (a) Students entering graduate school (including medical and law school): Letter of acceptance into graduate school.
- (b) Graduates: Copy of official graduate school transcript or a letter from a school official stating that you are a student in good standing.

— Food and Drug Administration (FDA)

Accounting/Budget—Biology—Physics—Health Physics—Chemistry—Computer Science—Engineering—Microbiology—Medicine—Pharmacology—Veterinary Medicine

Positions are located in Bethesda, Rockville, and Silver Spring, MD; and Washington, DC.

— National Institutes of Health (NIH)

Medicine—Biology—Mathematics—Chemistry—Statistics—Computer Science—Microbiology—Veterinary Medicine

Most positions are located in Rockville, MD. A few are located in Baltimore and Frederick, MD; and Hamilton, MT; and Raleigh, NC. Applicants should indicate location(s) where employment is desired. Applicants should contact the office listed in the back of this announcement for application forms and additional information.

NIH Summer Research Fellowship Program

Filing Dates: December 15 through February 1

This is a special program under Group III for medical and dental students at grade GS-5. In order to receive consideration for the NIH Summer Research Fellowship Program, applicants must contact the following office for application forms and Program, applicants must contact the following office for application forms and additional information:

Summer Research Fellowship Program
9000 Rockville Pike
Building 10, Room 1C-253
Bethesda, MD 20892
Telephone: (301) 496-1584

— Office of the Assistant Secretary for Health (OASH)

Computer Programmers—Statistics—Public Health Administration—Health Economics

Positions are located in Rockville, MD; and Washington, DC.

Family Support Administration (FSA)

Filing Dates: January 1 through March 15

Budget Analysts, GS-5

Two positions located in Washington, DC.

DEPARTMENT OF THE INTERIOR

Bureau of Mines

Filing Dates: January 10 through March 31

Research Assistants

Limited number of jobs located in Washington, DC.

Office of Surface Mining, Reclamation and Enforcement

Filing Dates: January 12 through February 9

Environmental Sciences—Economics

Positions located in Washington, DC; Denver, CO; and PA for students with a degree in one of the above fields.

Office of the Secretary

Filing Deadline: April 1

Accounting—Public Policy—Economics—Environmental Sciences

The majority of Student Assistant positions are at the GS-5/7 grade levels and are located in Washington, DC. Applicants must submit OPM Form 1170/17, a copy of the latest available school transcript if applying for a position based on scholastic achievement, and an SF-171. Students will be considered for summer positions relating to their: (1) most current course of study and (2) previous education/experience.

National Park Service

Limited number of summer jobs are available throughout the country. The competition is keen. Application procedures vary according to the type of position desired. Thus, applicants should contact any National Park Service Region-

al Office for specific information on how to apply. Special forms, obtainable from the Regions, may be required for some jobs which may be filled from a centralized and computerized applicant supply file.

Filing Deadline: March 13

Architectural Technicians—Architects—Historians for Historic American Building Survey/Historic American Engineering Record Architectural Recording Summer Team Projects

Positions available in several Regional locations and in Washington, DC for students to work in teams graphically recording and documenting historic sites, structures and technologies. Applicants must be college students, graduate students, faculty members or possess the equivalent experience in fields related to the above professions. Students for architecture positions must have at least one course in architectural history. Students wishing consideration at GS-7 or above must be currently working toward a master's or doctoral degree in one of the subject matter areas listed above.

Application forms and instructions may be obtained by contacting HABS/HAER Program Coordinator in the Regional Personnel Offices where the positions are located. These offices are identified with an asterisk under Agency Addresses in the back of the announcement. (See National Park Service Listing.)

Filing Deadline: March 31 (Most positions filled between May and July 1.)

Seasonal Architect—Landscape Architect—Engineer (civil, mechanical, electrical, electronic)

Jobs are at GS-5 and above, and most are located in Denver, CO. Applicants must be college students, graduate students, faculty members, or possess the equivalent experience in fields related to the above professions. A valid state driver's license may be required. As most jobs are located in Denver, CO, contact the NPS Denver Service Center, 755 Parfet St., P.O. Box 25279, Denver, CO 80225 for specific information and application forms.

Filing Deadline: March 13

Museum Technicians—Environmental Specialists—Computer Programmer Analysts—Biologists—Physical Scientists

Limited number of positions at grades GS-5 and GS-7 located in the Washington, DC metropolitan area. Some Museum Technician positions available in Harpers Ferry, WV.

Minerals Management Service

Filing Deadline: February 19

Engineering—Physical Sciences—Economics—Public Policy—Environmental Sciences

Limited number of positions located in Washington, DC; Reston, Herndon, and Vienna, VA.

INTERNATIONAL TRADE COMMISSION

Filing Dates: January 15 through February 15

Economics—Business Administration—International Trade/Relations—Marketing—Finance—Computer Science—Law (1st and 2nd year)

Limited number of positions are available in the Washington, DC metropolitan area at the GS-5/7/9 levels and for 1st and 2nd year law students. To apply, submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF JUSTICE

Offices, Boards, and Divisions of DOJ

Filing Dates: February 1 through February 28

Positions are in computer programming or other closely related backgrounds at the GS-5/7/9/11 levels. Some positions will require a combination of computer science and legal education or experience. Most positions require graduate study and/or related work experience. All positions are located in Washington, DC. To apply, submit an SF-171, OPM Form 1170/17, a listing of any pertinent awards, and appropriate references to: U.S. Department of Justice, Summer Employment Group III, Room 6259, 10th and Pennsylvania Avenue, N.W., Washington, DC 20530.

Various Legal Divisions, Boards and Offices

Filing Deadline: September 30, 1987.

(Although the filing date predates publication of this announcement, the information is included here as a reference.)

Summer Law Intern Program

This program is administered by the Office of Attorney Personnel Management, U.S. Department of Justice, Room 4311, Washington, DC 20530, and is designed for law students who will have successfully completed 2 full years at an ABA approved law school prior to the summer employment period. These positions are assigned a GS-7 level. Some limited hiring of first year law students is done, with those positions assigned a GS-5 level. Summer law intern positions may also be offered to a law school graduate the summer between his/her graduation and commencement of a judicial clerkship. These summer positions for graduates are assigned a GS-11 level. This program is scholastically oriented and highly competitive. Most positions are in Washington, DC. Any law student who is interested in being considered for the Summer Law Intern Program should contact his/her law school Placement Director at the end of August for instructions and application materials.

U.S. Attorneys' Offices

Filing Deadlines: Vary between November 12 and January 15

Summer Law Interns

About 100 positions at the GS-7 level in the 93 U.S. Attorneys' Offices located throughout the country and its possessions will be available for students during the summer of 1988. To qualify, students must have completed their second year of law school and be eligible for senior standing when they return to school in the fall.

You should apply directly to the U.S. Attorney's Office for which you wish to be considered. CONTACT THAT OFFICE FOR ITS FILING DEADLINE. Addresses of the United States Attorneys' Offices are contained in the Legal Activities brochure available at all ABA approved law school placement offices and/or can be obtained from the telephone directory under the listing of "U.S. Government."

DEPARTMENT OF LABOR

Filing Deadline: March 1

Economists—Mathematical Statisticians—Computer Specialists—Industrial Hygienists—Engineers—Research Analysts—Management Analysts—Program Analysts—Paralegal Specialists—Library Technicians—Accountants—Wage-Hour Analysts—Workers Compensation Specialists—State Standards Advisors—Salary And Wage Specialists—Budget Analysts—Fiscal Operations Specialists—Training Specialists

Most positions are in Washington, DC or Arlington, VA. Applicants must submit an SF-171 and OPM Form 1170/17; those who fail to do so will be found ineligible. Applicants must show their grade point average for undergraduate and graduate coursework through their last completed semester

on OPM Form 1170/17. For field positions, contact the appropriate Regional office listed in back of this announcement.

Office of the Solicitor

Filing Deadline: March 1

Law

A limited number of legal internships are available in Washington, DC for students who have completed one or two years of law school.

MERIT SYSTEMS PROTECTION BOARD

Filing Dates: January 1 through March 31

Computer Science—Personnel Management—Law—Business Administration—English/Writing—Statistics—Public/Policy Administration.

Limited number of positions in Washington, DC and Falls Church, VA, at GS-5 and above. Applicants must submit SF-171 and OPM Form 1170/17.

NATIONAL SCIENCE FOUNDATION

Filing Deadline: March 15

Computer Science

Positions are located in Washington, DC. Applicants should submit an SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1988.

DEPARTMENT OF THE NAVY

Secretariat/Headquarters Civilian Personnel Office

Filing Dates: February 16 through March 16

Program Analysts and other Administrative Specialists

A limited number of positions are available at the GS-5/7 levels in the Office of the Comptroller of the Navy in the Washington, DC metropolitan area. Must be a college graduate or possess equivalent experience. Jobs may involve budgetary programs and projects. Submit an SF-171 and OPM Form 1170/17 if applicable.

Naval Research Laboratory

Filing Dates: January 16 through February 13

Engineering—Physical Sciences

Positions are at GS-5 through GS-12 and are located in Southwest, Washington, DC. Since few positions are available in relation to the number of applicants, priority is given to applicants with a superior academic record. Include any pertinent awards and honors with application forms.

Consolidated Civilian Personnel Office, Washington

Filing Dates: January 15 through February 15

Astronomers—Mathematicians—Computer Specialists—Physical Scientists and Engineers

Limited number of positions, GS-5/7, are available in the Washington, DC metropolitan area. Applicants must submit a completed SF-171 and OPM Form 1170/17 listing all undergraduate courses including those to be completed in the spring. Indicate semester/quarter hours and grade for each course and the total number of semester/quarter hours completed toward degree requirements by the end of the current school year. Applicants must compute their grade point average on page 4 of OPM Form 1170/17. Applicants not meeting the above requirements will be found ineligible.

OFFICE OF PERSONNEL MANAGEMENT

Filing Deadline: April 1

Employee Relations Specialists—Labor Relations Specialists—Economists—Accountants—Mathematicians

Positions are at the GS-5 through GS-12 levels. Applicants must be college graduates or possess the combination of education or experience related to the duties of the position to be filled.

Attach a Transcript or list of college courses (OPM Form 1170/17). Include all courses to be completed by spring. Semester or quarter hours must be listed for each course in order to receive full credit. Also include pertinent awards, special recognition, memberships in honor associations, leadership in professional associations, certificates or other evidence of achievement and accreditation in your field.

PENSION BENEFIT GUARANTY CORPORATION

Filing Deadline: January 31 (Law applications)

February 15 (All other positions)

Accounting—Economics—Finance—Mathematics—Actuarial Science—Law—Business Administration.

A limited number of positions available at the GS-7/9 levels, located in Washington, DC. Submit an SF-171 and OPM Form 1170/17.

SECURITIES AND EXCHANGE COMMISSION

Filing Dates: November 15 through January 15
(Law Positions)

January 15 through March 15 (All Others)

Accounting—Finance—Economics—Business Administration—Law (2 years completed)

Limited number of positions located in Washington, DC and regional offices for candidates with a bachelor/graduate degree in the above major fields, or appropriate experience. All applicants must submit an SF-171 and OPM Form 1170/17.

DEPARTMENT OF TRANSPORTATION

Office of the Secretary

Filing Dates: January 15 through March 1

Economics—Public Administration—Engineering—Urban Planning—Business Administration—Computer Science—Mathematics—Transportation—Accounting—Political Science—Law (2nd year)—Other academic fields

A limited number of positions at grades GS-5 and above will be available in Washington, DC. These positions are with the Office of the Secretary, Office of the Inspector General, Federal Highway Administration, and Research and Special Programs Administration.

For positions in other parts of the country, contact the Department of Transportation Personnel Office with jurisdiction over the geographic area where you wish to be employed. Addresses and telephone numbers can be obtained from the telephone directory under "U.S. Government."

Applicants must submit an SF-171 and OPM Form 1170/17 (include grade point average). Applications will not be acknowledged or returned. Only those selected will be notified.

Federal Highway Administration Eastern Direct Federal Division

Filing Dates: January 1 through April 15

Civil Engineers—Civil Engineering Technicians—Engineering Draftsmen

A limited number of GS-5 and above positions will be filled in Arlington, VA, and at various project locations throughout the Eastern United States. Preference will be given to Civil Engineering graduates with transportation, structures, or construction concentrations and to technicians with surveying, highway construction inspection, highway design, or computer-aided drafting/design backgrounds. Applicants must submit an SF-171 and include their grade point average on their OPM Form 1170/17. Applications will not be returned and only candidates selected for employment will be notified.

DEPARTMENT OF THE TREASURY

Internal Revenue Service

Filing Deadline: March 1

Architecture—Public/Business Administration—Mathematics—Statistics—Psychology—Law (2 years completed)—Industrial Organization Psychology (Master's degree or better required)—Economics—Public Relations—Operations Research—Labor Management Relations—Computer Science—Printing Management—Education—Architectural Engineering—Journalism—Communications

Positions are located in the Washington, DC area. Applicants must submit an SF-171 and OPM Form 1170/17. Include a narrative statement of career interests. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average computed. All undergraduate courses and semester/quarter hours must be listed, including those completed in spring 1988. The month and year the degree is expected should be shown on the SF-171. Law students must provide a list of law school courses. Applicants will be considered ineligible if all forms are not complete when they are submitted.

Architectural Intern GS-5

The Architect Intern must have completed all academic requirements for a bachelor's degree in architecture. Slides of work performed and OPM Form 1170/17 must be submitted with the application for employment. The intern must have good drafting skills; knowledge of methodology and techniques of architecture; skill in applying this knowledge to carry out elementary assignments; and basic knowledge of architectural principles, techniques and concepts.

The Architect Intern works closely with the senior architects in the section. The employee is given assignments which are designed to orient him/her in the application of academic theories and basic elementary principles of architectural design work. The intern will perform specified assignments pertaining to the architectural design and drafting of related mechanical and electrical systems for office buildings and computer facilities, and will prepare layouts and detailed drawings.

Application procedures outlined above must be followed.

U.S. Customs Service

Customs Inspectors, GS-6

250 positions nationwide. Applicants will need to obtain a passing score on the OPM Customs Inspector Examination. Arrangements will be made to test applicants noncompetitively. Background investigations and medical examinations are required. Mandatory overtime, weekend, holiday, and shift work are required. Submit an SF-171 and Notice of Results from the Customs Inspector Examination to:

U.S. Customs Service
Office of Human Resources
Operations Division, **
Summer Customs Inspector Program
P.O. Box 7747
Washington, D.C. 20044

** Note: Indicate appropriate branch on mailing address.

Branch A—New York Region

Filing Deadline: April 30

J.F.K. (150 positions)
New York Seaport
Newark

Branch B—North Central, Northeast Regions

Filing Deadline: February 1

Idaho	North Dakota	Pennsylvania
Utah	Nebraska	Vermont
Montana	Kentucky	Wisconsin
South Dakota	Maine	Michigan
Ohio	Connecticut	Illinois
New York	Kansas	Indiana
New Hampshire	Minnesota	Maryland
Wyoming	Iowa	Rhode Island
Colorado	Missouri	

Branch C—Southeast, Southwest Regions

North Carolina	New Mexico	Puerto Rico
Arizona	West Virginia	Florida
Virginia	Georgia	Texas
South Carolina	Oklahoma	

Branch D—Pacific, South Central Regions

Tennessee	Washington	Alaska
Alabama	Hawaii	Mississippi
Nevada	Louisiana	California
Arkansas	Oregon	

U.S. Customs Summer Internship Program

(This is a Student Volunteer Program; student status is required.)

Filing Deadline: January 15

Criminal Justice—Information Management—Computer Science—Accounting—Economics—Personnel Administration

Positions are voluntary/uncompensated and are located in the Washington, DC area. Applicants must have an undergraduate degree or must be pursuing studies leading to a bachelor's degree in one of the above fields. Submit an SF-171 and transcripts to:

U.S. Customs Service
Office of Human Resources
Personnel Evaluation Staff
Summer Intern Program
1301 Constitution Ave., NW
Washington, DC 20229

Office of the Comptroller of the Currency

Filing Deadline: January 29 (Law Clerks)
February 29 (All Others)

Law

Washington, DC; Denver, CO; West Point, NY; Philadelphia, PA; Fort Knox, KY; and San Francisco, CA. Applications should be submitted directly to the location desired.

Financial Management Service

Filing Dates: January 15 through April 15

Computer Systems Analysis and Programming—Accounting—Computer Specialists—Financial Program Analysis

Positions will be available in the metropolitan Washington, DC area and Prince George's Plaza vicinity (Hyattsville, MD).

Departmental Offices

Filing Dates: February 15 through March 15

A limited number of Assistant and Technician positions in Washington, DC for applicants with backgrounds in Accounting, Law, Economics, and Administration. Please submit a photocopy of a Standard Form 50 if you were previously employed by the Federal government. All others submit an SF-171.

U.S. INFORMATION AGENCY (USIA)

Filing Dates: No specific deadline. These are unpaid volunteer positions.

Journalism—International Relations—Economics—Political Science—Law—Computer Science—Communications (Television)—Accounting—Business Administration—Area Studies

Applicants MUST submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average computed. All undergraduate courses must be listed, including those completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year of the

degree is expected should also be shown.

Specify in block 2 on your SF-171 your area of interest. A background investigation is required. Positions are located in Washington, DC

USIA—VOICE OF AMERICA

Filing Deadline: March 1

Student Interns—GS-5/7/9—Opportunities exist for students with a background in Journalism—International Relations—Broadcasting—Communication—Political Science—Engineering—Personnel Administration (limited positions)

After the initial screening, the highly qualified applicants may be required to submit a writing sample. Foreign language proficiency is desirable for some positions. Positions are located in Washington, DC. A complete background investigation is required. Submit an SF-171 and OPM Form 1170/17.

VETERANS ADMINISTRATION

Filing Deadline: March 15

Hospital Administration—English/Journalism—Statistics—Safety/Fire Protection—Accounting—Engineering—Textile and Consumer Economics—Business Administration—Personnel Administration—Interior Design—Computer Science—Library Science—Epidemiology—Law

Limited number of positions will be available at the VA's Central Office. Applicants must submit a completed SF-171 and OPM Form 1170/17, including those courses completed in the spring. Applications will not be returned and only candidates selected for employment will be notified.

For employment at VA facilities outside of Washington, DC, contact the personnel office at the medical center, regional office or the data processing center where you wish to work.

GROUP IV—JOBS IN TRADES AND LABOR OCCUPATIONS

Group IV jobs are in the trades and labor occupations. Most of the jobs are laborer's jobs and no particular education or experience is required. This group may include such jobs as animal caretaker, laboratory worker, printing plant worker, etc. Some jobs in the trades occupations may be available also. For these jobs, you must have the ability to do the work, i.e., for Carpenter's Helper, you must have the ability to do carpentry work.

Trades and labor workers are paid according to the local prevailing rates, which vary with location.

To apply for a job in this Group, you should send a completed SF-171 directly to the agencies and departments where you wish to work no later than April 15, 1988, unless otherwise specified in the appropriate supplement to this Announcement. The addresses of agencies and departments may be obtained from Federal Job Information Centers or from local telephone directories under the listing "U.S. Government."

Who May Apply

To apply for jobs in this Group you must be at least 16 years of age.

DEPARTMENT OF THE ARMY

Submit an SF-171 by **January 29** for laborer positions at Headquarters, U.S. Army Laboratory Command located in Adelphi, MD and Woodbridge, VA.

For laborer positions in all other Army activities in MD, VA, and DC, submit a complete and signed SF-171 (all items on SF-171 must be addressed). Applications must be received in the office by **March 11**. Applicants must be 16 years of age by May 13, 1988. Candidates will be rated only for one grade, at the highest grade qualified. Applications will not be acknowledged or returned. Only those selected will be notified. Consideration cannot be guaranteed if application is sent to any other Department of the Army office.

DEPARTMENT OF DEFENSE

Uniformed Services University of the Health Sciences

Filing Dates: January 15 through March 31

Lawn Maintenance Workers

Positions are located in Bethesda, MD. Applicants should submit completed Standard Form 171

Defense Logistics Agency

Defense Contract Administration Services New York

Filing Dates: February 15 through April 15

Warehouse Workers, WG-4

Positions are located in New York City.

DEPARTMENT OF THE INTERIOR

National Park Service Applicants:

Filing Deadline: January 15 (POSTMARKED)

Positions which include laborers, maintenance workers and motor vehicle operators are available nationwide. Applicants interested in wage grade positions should contact the Regions servicing the area of interest for specific information and applications. APPLICATIONS POSTMARKED AFTER JANUARY 15 WILL NOT BE ACCEPTED.

DEPARTMENT OF THE TREASURY

United States Mint Applicants:

Filing Deadline: April 15

A limited number of positions for laborers will be located in Denver, CO; West Point, NY; Philadelphia, PA; Fort Knox, KY; San Francisco, CA; and Washington, DC. Applications should be submitted to the location desired.

GROUP V—SUMMER EMPLOYMENT FOR NEEDY YOUTH (SUMMER AID PROGRAM)

Each year the Federal government participates with private industry in providing summer jobs for economically disadvantaged youths at least 16 years of age. This program is specifically designed to provide jobs for young people from low income families or for youths who need income to return to school in the fall.

Youths who are employed under the Summer Aid Program have the opportunity to make use of the skills they already have, and, through special training and on-the-job experience, are able to develop new skills. The rate of pay under this program is the Federal minimum wage rate set by the Fair Labor Standards Act, currently \$3.35 per hour.

Young people who are interested in these summer jobs should register with the local office of their State Employment Service and must meet certain family income criteria to be referred for jobs filled through this program. The address in each community can be found in local telephone directories under the State Government listings. In those locations where there are no offices of the State Employment Service or where these offices advise that they are unable to provide referrals to jobs, contact the local Office of Personnel Management Area Office for information on referral procedures. Addresses of Office of Personnel Management offices can be found on pages 25 through 28 of this announcement.

Office of Personnel Management Federal Job Information/Testing Offices

Contact the Federal Job Information/Testing Office which is nearest the location where you would like to work for information on job opportunities in that area and the forms needed to apply.

ALABAMA Huntsville: Southernland Building 806 Governors Dr., S.W., 35801 (205) 544-5802	GEORGIA Atlanta: Richard B. Russell Federal Bldg., Rm. 960 75 Spring St., S.W., 30303 (404) 331-4315	MISSOURI, (Continued) St. Louis: Old Post Office, Rm. 400 815 Olive St., 63101 (314) 425-4285	PENNSYLVANIA, (Continued) Pittsburgh: Federal Building 1000 Liberty Ave., Rm. 119, 15222 (412) 644-2755
ALASKA Anchorage: Federal Building 701 C St., Box 22, 99513 (907) 271-5821	GUAM Agaña: Pacific Daily News Building 238 O'Hara St., Rm. 902, 96910 472-7451	MONTANA (See Colorado listing) NEBRASKA (See Kansas listing) NEVADA (See Sacramento, CA listing)	PUERTO RICO San Juan: Federico Degetau Federal Building Carlos E. Chardon St. Hato Rey, P.R. 00918 (809) 753-4209
ARIZONA Phoenix: U.S. Postal Service Building, Room 120 522 N. Central Ave., 85004 (602) 261-4736	HAWAII/OVERSEAS Honolulu (and other Hawaiian Islands): Federal Building, Rm. 5316 300 Ala Moana Blvd., 96850 (808) 541-2791 (808) 541-2784—Overseas Jobs	NEW HAMPSHIRE Portsmouth: Thomas J. McIntyre Fed. Bldg., Rm. 104 80 Daniel Street, 03801 (603) 431-7115	RHODE ISLAND Providence: John O. Pastore Federal Building, Rm. 310, Kennedy Plaza, 02903 (401) 528-5251
ARKANSAS Little Rock: Federal Bldg., Room 3421 700 W. Capitol Ave., 72201 (501) 378-5842	IDAHO (See Washington listing) ILLINOIS Chicago: 175 W. Jackson Blvd., Rm. 519, 60604 (312) 353-6192	NEW JERSEY Newark: Peter W. Rodino, Jr., Federal Building 970 Broad Street, 07102 (201) 645-3673 In Camden, dial (215) 597-7440	SOUTH DAKOTA (See Minnesota listing) TENNESSEE Memphis: 200 Jefferson Avenue, Suite 1312, 38103-2335 (901) 521-3956
CALIFORNIA Los Angeles: Linder Building, 3rd Floor 845 S. Figueroa, 90017 (213) 894-3360 Sacramento: 1029 J St., 2nd Floor, 95814 (916) 551-1464	INDIANA Indianapolis: Minton-Capehart Federal Building 575 N. Pennsylvania St., 46204 (317) 269-7161	NEW MEXICO Albuquerque: Federal Building 421 Gold Avenue, S.W., 87102 (505) 766-5583 In Dona Ana, Otero and El Paso Counties, dial (505) 766-1893	TEXAS Dallas: (Mail or phone only) Rm. 6B17, 1100 Commerce St., 75242 (214) 767-8035
San Diego: Federal Building, Rm. 459 880 Front St., 92188 (619) 575-6165 San Francisco: 211 Main St., Second Floor, Room 235, 94105 (415) 974-9725	IOWA (See Kansas City, MO listing) KANSAS Wichita: One-Twenty Building, Rm. 101 120 S. Market St., 67202 (316) 269-6106 In Johnson, Leavenworth and Wyandotte Counties dial (816) 374-5702	NEW YORK New York City: Jacob K. Javits Federal Building 26 Federal Plaza, 10278 (212) 264-0422 Syracuse: James N. Hanley Federal Building 100 S. Clinton St., 13260 (315) 423-5660	Houston: (Mail only—recording) (713) 226-2375 San Antonio: (Mail or phone only) 643 E. Durango Blvd., 78206 (512) 229-6611 or 6600
COLORADO Denver: P.O. Box 25167, 80225 (303) 236-4160 Located at: 12345 W. Alameda Pkwy., Lakewood, CO	KENTUCKY (See Ohio listing) LOUISIANA New Orleans: F. Edward Hebert Building 610 S. Maestri Pl., Rm 802, 70130 (504) 589-2764	NORTH CAROLINA Raleigh: Federal Building, 310 New Bern Ave. P.O. Box 25069, 27611 (mailing address) (919) 856-4361	UTAH (See Colorado listing) VERMONT (See New Hampshire listing) VIRGINIA Norfolk: Federal Building, Rm. 220 200 Granby Mall, 23510-1888 (804) 441-3355
For job information (24 hrs. a day) in the following States dial: Montana: (303) 236-4162 Utah: (303) 236-4165 Wyoming: (303) 236-4166 For forms and local supplements dial: (303) 236-4159	MAINE (See New Hampshire listing) MARYLAND Baltimore: Garmatz Federal Building 101 W. Lombard Street, 21202 (303) 962-3822	NORTH DAKOTA (See Minnesota listing) OHIO Dayton: Federal Building 200 W. 2nd St., 45402 (513) 225-2720	WASHINGTON Seattle: Federal Building 915 Second Ave., 98174 (206) 442-4365
CONNECTICUT Hartford: Federal Building, Rm. 613 450 Main St., 06103 (203) 240-3263	MASSACHUSETTS Boston: Boston Federal Office Building 10 Causeway St., 02222 (617) 565-5900	OKLAHOMA Oklahoma City: (Mail or phone only) 200 N.W. Fifth St., 2nd Floor, 73102 (405) 231-4948	WEST VIRGINIA (See Ohio listing) WISCONSIN Residents in Counties of Grant, Iowa, Lafayette, Dane, Green, Rock, Jefferson, Walworth, Waukesha, Ra- cine, Kenosha and Milwaukee should dial (312) 353-6189 for job in- formation. All other Wisconsin resi- dents should refer to the Minnesota listing for Federal Job Information in their area.
DELAWARE (See Philadelphia, PA listing)	MICHIGAN Detroit: 477 Michigan Ave., Rm. 565, 48226 (313) 226-6950	OREGON Portland: Federal Building, Rm. 376 1220 S.W. Third St., 97204 (503) 221-3141	WYOMING (See Colorado listing)
DISTRICT OF COLUMBIA Metro Area: 1900 E St., N.W., Rm. 1416, (202) 653-8468	MINNESOTA Twin Cities: Federal Building Ft. Snelling, Twin Cities, 55111 (612) 725-3430	PENNSYLVANIA Harrisburg: Federal Building, Rm. 188 P.O. Box 761, 17108 (717) 782-4494 Philadelphia: Wm. J. Green, Jr. Federal Building 600 Arch St., Rm. 1416, 19106 (215) 597-7440	
FLORIDA Orlando: Federal Building and U.S. Courthouse 80 N. Hughey Ave., Rm. 229, (305) 648-6148	MISSOURI Kansas City: Federal Building, Rm. 134 601 E. 12th St., 64106 (816) 374-5702		

ADDRESSES OF DEPARTMENTS AND AGENCIES

Listed below are the addresses for the departments and agencies listed in Group I, Group II, and Group III. The names of the departments and agencies are printed in capital letters, with component organizations of the agencies and departments in small print. **Include the name of the agency, department, and/or**

its component organization in the address. Before you file your application forms be sure you have filled them out completely and all of the information requested is included. Address your correspondence to the summer employment coordinator.

AGENCY FOR INTERNATIONAL DEVELOPMENT

2401 E St., N.W.
Room 1127, State Annex 1
Washington, D.C. 20523
Attn: Summer Employment Coordinator

DEPARTMENT OF AGRICULTURE

Agricultural Research Service
Attn: Summer Employment Coordinator
Personnel Branch, Rm. 123
Building 003
Beltsville, MD 20705

Animal & Plant Health Inspection Service
U.S. Dept. of Agriculture
Room 1134-S
14th and Independence Ave., S.W.
Washington, D.C. 20250

For Veterinary Student Trainee positions:
USDA, APHIS
Field Servicing Office
Butler Square West
100 North 6th Street
Minneapolis, MN 55403

Forest Service Regional Offices

(MT, ND, Northern ID)
Northern Region
Federal Building,
P.O. Box 7669
Missoula, MT 59807

(CO, WY, SD, NE, KS)
Rocky Mountain Region
11177 West 8th Ave.,
P.O. Box 25127
Lakewood, CO 80225

(AZ, NM)
Southwestern Region
Federal Building
517 Gold Ave., S.W.
Albuquerque, NM 87102

(UT, NV, Southern ID)
Intermountain Region
Federal Building
324-25th St., Ogden, UT 84401

(CA)
Pacific Southwest Region
630 Sansome St.
San Francisco, CA 94111

(OR, WA)
Pacific Northwest Region
319 SW Pine St.,
P.O. Box 3623
Portland, OR 97208

(All Southern States)
Southern Region
1720 Peachtree Rd., N.W.
Atlanta, GA 30367

(MN, WI, IA, ND, IL, IN, OH, WV, PA, MI,
NY, New England States)
Eastern Region
310 W. Wisconsin Ave., Rm. 500
Milwaukee, WI 53203

(AK)
Alaska Region
Federal Office Building
P.O. Box 1628
Juneau, AK 99802
Washington Office
USDA Forest Service
P.O. Box 96090
Room 913, RP-E
Washington, DC 20090-6090

USDA Office of International Cooperation and Development
Personnel Branch, McGregor Bldg.
14th & Independence Ave., SW
Washington, DC 20250

OP-Personnel Operations
Employment Branch, Room 25-W
14th and Independence Ave., S.W.
Washington, DC 20250
Attn: Summer Employment Coordinator

DEPARTMENT OF THE AIR FORCE

Air Force District of Washington
Civilian Personnel Office
AFDW/DPCS
The Pentagon, Rm. 5E885
Washington, D.C. 20330-6420
Attn: Summer Employment Coordinator

Andrews Air Force Base
Civilian Personnel Office
1776 MSSQ/DPCA
Andrews AFB, MD 20331-5964
Attn: Ann. #414

DEPARTMENT OF THE ARMY

Headquarters, U.S. Army Laboratory
Command
Attn: SLICIS-CP-RP
2800 Powder Mill Road
Adolph, MD 20783-1145

The Judge Advocate General's Corps
Professional Recruiting Office
(Summer Intern)
 Ft. Belvoir, VA 22060-5818

Department of the Army, Corps of Engineers

Baltimore District
Post Office Box 1715
Baltimore, MD 21203-1715
Attention: Recruitment & Placement

ALL Other Army Activities in MD, DC, and VA:

Summer Employment Program
The Pentagon, Rm. 3D727
Washington, D.C. 20310-6800

DEPARTMENT OF COMMERCE

Bureau of the Census
Summer Employment Coordinator
Personnel Division
Washington, D.C. 20233

National Oceanic and Atmospheric Administration

Summer Employment Coordinator
DC26
11420 Rockville Pike
Rockville, MD 20852

Patent and Trademark Office
Summer Employment Coordinator
Office of Personnel, C&E
Crystal Park #1, Suite 700
Washington, DC 20231

Other Commerce Organizations in MD, DC, and VA:

Summer Employment Coordinator
Room 1069 Herbert C. Hoover Building
14th & Constitution Ave., N.W.
Washington, D.C. 20230

DEPARTMENT OF DEFENSE

Defense Communications Agency
Attn: Code H361—Summer Employment Coordinator
Washington, D.C. 20305-2000

Defense Contract Audit Agency
Mid-Atlantic Region
Federal Building, Room 4400
600 Arch Street
Philadelphia, PA 19106-1604

Defense Logistics Agency
DLA Administrative Support Center
Attn: DASC-KS
Cameron Station
Alexandria, VA 22304-6130

Defense Contract Administration Services
Region Boston
Civilian Personnel
External Staffing Group
495 Summer Street
Boston, MA 02210-2184

Defense Contract Administration Services
Region Los Angeles
Attn: DCASR LA-KSSS
222 N. Sepulveda Blvd.
El Segundo, CA 90245-4320

Defense Depot Tracy
Office of Civilian Personnel
Tracy, CA 95376-5000

Defense General Supply Center
Office of Civilian Personnel
Attn: DGSC-KSS
Richmond, VA 23297-5000

Defense Reutilization and Marketing Service
Attention: DRMS-KS
Federal Center, Room 2-1-30
Battle Creek, MI 49017-3092

Defense Contract Administration Services
Region
New York
Attention: DCASR-NY-KSS
201 Varick St.
New York, NY 10014-4811

Continued on next page

Defense Contract Administration Services
Region Atlanta
Attention: DCASR-ATL-KSS
805 Walker St.
Marietta, GA 30060-2789

Defense Mapping Agency
Consolidated Personnel Services Office
Attn: Summer Employment Coordinator
U.S. Naval Observatory, Bldg. 56
Washington, DC 20305-3000

Defense Mapping Agency
Hydrographic/Topographic Center
6500 Brookes Lane
Attn: Personnel Office
Special Programs Branch
Washington, DC 20315-0030

Department of Defense Inspector General
Director of Personnel and Security
Personnel Operations Branch, Room 434
400 Army Navy Drive
Arlington, VA 22202

Uniformed Services University of the Health Sciences
Summer Employment Coordinator
Civilian Personnel Office
4301 Jones Bridge Road
Bethesda, MD 20814-4799

Washington Headquarters Services
Directorate for Personnel & Security
Office of the Secretary of Defense
Attn: Summer Employment Program Coordinator
P.O. Box 15249
Arlington, VA 22215

DEPARTMENT OF ENERGY
Summer Employment Coordinator, MA-205.2
1000 Independence Ave., S.W.
Room 4H-062
Washington, D.C. 20585

San Francisco Operations Office
Department of Energy
1333 Broadway
Oakland, CA 94612
Attention: Personnel Division
(Summer Employment)

ENVIRONMENTAL PROTECTION AGENCY
401 M. St., S.W.
Headquarters Employment Center
Attn: Summer Employment Coordinator
PM-212
Washington, D.C. 20460

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Personnel Management Services
Summer Employment Coordinator
2401 E St., N.W., Room 330
Washington, D.C. 20507

EXPORT-IMPORT BANK OF THE UNITED STATES
811 Vermont Ave., NW
Office of Personnel, Room 1005
Summer Employment
Washington, DC 20571

FARM CREDIT ADMINISTRATION
1501 Farm Credit Dr.
McLean, VA 22102-5090

FEDERAL EMERGENCY MANAGEMENT AGENCY
Office of Personnel
500 C St., S.W.
Room 814, Attn: V. Drew
Washington, D.C. 20472

FEDERAL HOME LOAN BANK BOARD
Personnel Operations Division
1700 G. St., N.W.
Washington, D.C. 20552

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Secretary (OS),
Office of Human Development Services (OHDS),
Family Support Administration (FSA)
Summer Employment Coordinator
Division of Personnel and Payroll Operations
Room 4346, HHS North Building
330 Independence Avenue, S.W.
Washington, D.C. 20201

For positions in Baltimore, MD:
Ms. Florence Campf, OGC
Room 606, Altmeyer Building
6401 Security Blvd.
Baltimore, MD 21235

Public Health Service Agencies:
Alcohol, Drug Abuse, and Mental Health Administration (ADAMHA)
Summer Employment Coordinator
5600 Fishers Lane, Room 15C-18
Rockville, MD 20857

Centers for Disease Control (CDC)
Summer Employment Coordinator
1600 Clifton Road, N.E.
Atlanta, Georgia 30333

Food and Drug Administration (FDA)
Summer Employment Coordinator
Division of Personnel Management (HFA 410)
5600 Fishers Lane
Rockville, MD 20857

Health Resources and Services Administration (HRSA)
Summer Employment Coordinator
5600 Fishers Lane, Rm. 14A-46
Rockville, MD 20857

National Institutes of Health (NIH)
Summer Employment Coordinator
Building 31, Rm. B3C15
9000 Rockville Pike
Bethesda, MD 20892

Office of the Assistant Secretary for Health (OASH)
Summer Employment Coordinator
Personnel Office
5600 Fishers Lane, Rm. 17A-07
Rockville, MD 20857

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Personnel Office
Room 2276—Summer Program
451 7th St., S.W.
Washington, D.C. 20410

DEPARTMENT OF THE INTERIOR
Bureau of Mines
Division of Personnel

2401 E. St., N.W.
Washington, D.C. 20241

Bureau of Land Management
Room 3626
18th & C Sts., N.W.
Washington, DC 20240

U.S. Geological Survey
Summer Employment Coordinator
Headquarters Personnel Office
12201 Sunrise Valley Dr., MS-215
Reston, VA 22092

Minerals Management Service
12203 Sunrise Valley Dr., MS-634 (SE)
Reston, VA 22091

Office of the Secretary
Summer Employment Coordinator
Personnel Office, Rm. 5456
Main Interior Bldg.
18th & C Sts., N.W.
Washington, D.C. 20240

National Park Service
(For Jobs In Washington, D.C.)*
Room 2328—P.O. Box 37127
18th & C Sts., N.W.
Washington, D.C. 20013-7127

(ME, NH, VT, MA, RI, CT, NJ)
North Atlantic Region
15 State Street
Boston, MA 02109

(PA, MD, WV, DE, VA)
Mid-Atlantic Region*
143 South 3rd St.
Philadelphia, PA 19108

Metropolitan Washington, D.C.
(Including nearby MD, VA, WV)
National Capital Region
1100 Ohio Drive, S.W.
Washington, D.C. 20242

(MT, ND, SD, WY, UT, CO)
Rocky Mountain Region*
655 Parfet Street
P.O. Box 25287
Denver, CO 80225

(AZ, CA, NV, HI)
Western Region
450 Golden Gate Avenue
Box 36063
San Francisco, CA 94102

(AR, LA, NM, OK, TX)
Southwest Region
P.O. Box 728
Santa Fe, NM 87501

(AR, FL, GA, KY, MS, NC, SC, TN, PR, VI)
Southeast Region*
75 Spring Street, S.W.
Atlanta, GA 30303

(OH, IN, MI, WI, IL, MN, IA, MO, NE, KS)
Midwest Region
1709 Jackson Street
Omaha, NE 68102

(ID, OR, WA)
Pacific Northwest Region*
83 South King Street
Suite 212
Seattle, WA 98104

(AK)
Alaska Region*
2525 Gambell Street
Anchorage, AK 00503

Office of Surface Mining, Reclamation and Enforcement

(For jobs in the metropolitan Washington, DC area)

1951 Constitution Ave., N.W., Room 10
Washington, D.C. 20240

(For jobs in KY, AL, TN, VA, WV, PA, OH, IN, IL)

Eastern Technical Center
Ten Parkway Center
Pittsburgh, PA 15220

(For jobs in NM, WY, OK, MO, CO)

Technical Center—West
Brooks Tower, 1020 15th Street
Denver, CO 80202

INTERNATIONAL TRADE COMMISSION

Office of Personnel
Summer Coordinator
701 E. St., N.W.
Washington, D.C. 20436

DEPARTMENT OF JUSTICE

Offices, Boards, and Divisions

Summer Employment
Room 6259
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530

Bureau of Prisons

Personnel Staffing Office
320 First St., N.W., Room 410
Washington, D.C. 20534

Drug Enforcement Administration

Personnel Office
Summer Employment Coordinator
1405 I. St., N.W., Room 817
Washington, D.C. 20537

Executive Office for U.S. Attorneys

Patrick Henry Building
Personnel, Room 6122
Washington, D.C. 20530

Immigration and Naturalization Service

Director, Personnel Division
425 I Street, N.W., Room 6021
Washington, D.C. 20536

Office of Justice Programs

Personnel Office
Indiana Building, Room 603
633 Indiana Ave., N.W.
Washington, D.C. 20531

U.S. Marshals Service

Personnel Officer
One Tysons Corner
McLean, VA 22102

Attorney Personnel

Director, Office of Attorney Personnel Management

U.S. Department of Justice
Room 4311
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530

DEPARTMENT OF LABOR

(For Washington, D.C.)

Summer Employment Coordinator
OASAM/DPM
Room N5476
200 Constitution Ave., N.W.
Washington, D.C. 20210

(For the Office of the Solicitor)

Office of Management
200 Constitution Ave., N.W., Rm. N2414
Washington, D.C. 20210

Regional Offices

(CT, ME, MA, NH, VT, RI)
Rm. 1001, JFK Federal Bldg.

Government Center
Boston, MA 02203

(NY, NJ, PR, VI)

201 Varick St.
Room 807
New York, NY 10036

(DE, MD, PA, VA, WV)
Room 14240
3535 Market St.
Philadelphia, PA 19104

(AL, FL, GA, MS, SC, NC, TN, KY)

Room 274
1371 Peachtree St., N.E.
Atlanta, GA 30367

(IL, IN, MI, MN, OH, WI)

10th Flr. Federal Office Bldg.
230 S. Dearborn St.
Chicago, IL 60604

(AR, LA, NM, OK, TX)

Rm. 739, 555 Griffin Square Bldg.
Griffin & Young Sts.
Dallas, TX 75202

(IA, KS, MO, NE)

Room 3200
911 Walnut St.
Kansas City, MO 64106

(CO, MT, ND, SD, UT, WY)

Rm. 1525, Federal Office Bldg.
1961 Stout St.
Denver, CO 80294

(AK, ID, OR, WA)

3144 Federal Office Building
909 First Ave.
Seattle, WA 98174

(AZ, CA, HI, NV, GU)

71 Stevenson St.
Suite 500
San Francisco, CA 94105

NATIONAL CREDIT UNION ADMINISTRATION

Attn: Summer Employment Coordinator
Personnel Office, Room 7201
1776 G Street, N.W.
Washington, D.C. 20456

NATIONAL SCIENCE FOUNDATION

Division of Personnel and Management
1800 G St., N.W., Room 208
Washington, D.C. 20550
Attn: Ann Cook

DEPARTMENT OF THE NAVY

Secretariat/Headquarters

Civilian Personnel Office
Department of the Navy
Attn: Summer Employment Coordinator
Crystal Plaza #6, Rm. 500
Washington, D.C. 20360

Consolidated Civilian Personnel Office,

Crystal City
Crystal Mall #2
Room 515
Washington, D.C. 20376

Consolidated Civilian Personnel Office, Washington

Attn: Summer Coordinator

Bldg. 200-G
Washington Navy Yard
Washington, D.C. 20374-2000

Consolidated Civilian Personnel Office, Northwest

Naval Medical Command
National Capital Region
Attn: Bldg. 3/5, 00N4
8901 Wisconsin Ave.
Bethesda, MD 20814
U.S. Naval Research Laboratory
Code 1813.2—Summer
455 Overlook Ave., S.W.
Washington, D.C. 20375-5000

U.S. MERIT SYSTEMS PROTECTION BOARD

Office of Administrations
Personnel Division, Operations Branch
Room 850
1120 Vermont Ave., NW
Washington, DC 20419

OFFICE OF PERSONNEL MANAGEMENT

Recruitment and Development Branch
Room 1469
1900 E. St., N.W.
Washington, D.C. 20415

PENSION BENEFIT GUARANTY CORPORATION

2020 K St., N.W., Room 3700
Washington, D.C. 20006

SECURITIES AND EXCHANGE COMMISSION

450 5th St., N.W.
Attn: Summer Coordinator
Washington, D.C. 20549

DEPARTMENT OF STATE

Recruitment Division
Box 9317—Rosslyn Station
Arlington, VA 22209-0317
Attn: Summer Employment Coordinator

DEPARTMENT OF TRANSPORTATION

Office of the Secretary
Central Employment Information Office
400 Seventh St., S.W., Rm. 9405
Washington, D.C. 20590

Federal Highway Administration

Eastern Direct Federal Division
Personnel Office, Rm. 313
1000 North Glebe Road
Arlington, VA 22201-4799

Federal Highway Administration Region 3

31 Hopkins Plaza
Baltimore, MD 21201

DEPARTMENT OF THE TREASURY

Note: Please address all applications to the attention of the Summer Employment Coordinator.

Departmental Offices

Attention: Summer Coordinator
Office of Personnel Resources
Room 1319—Main Treasury
15th & Pennsylvania Ave., N.W.
Washington, D.C. 20220

Office of the Comptroller of the Currency

Attention: Summer Coordinator
Staffing and Operations
2nd Floor
490 L'Enfant Plaza, S.W.
Washington, D.C. 20219

U.S. Customs Service

Attention: Summer Coordinator
Office of Human Resources
Personnel Evaluation Staff
1301 Constitution Ave., N.W.
Washington, D.C. 20229

Financial Management Service

Attention: Summer Coordinator
Treasury Annex Bldg., Room 444
Madison Pl. & Pennsylvania Ave., N.W.
Washington, D.C. 20226

Internal Revenue Service

Attention: Summer Coordinator
1111 Constitution Ave., N.W.
Room 1024
Washington, D.C. 20224

United States Mint

Attention: Summer Coordinator
Room 655
633 3rd Street, N.W.
Washington, D.C. 20220

Bureau of the Public Debt

Attention: Summer Coordinator
Employment Branch, Rm. 236-1
13th & C. Sts., S.W.
Washington, D.C. 20226

Bureau of Alcohol, Tobacco and Firearms

Attention: Summer Coordinator
Personnel Office, Room 1215
1200 Pennsylvania Ave., N.W.
Washington, D.C. 20226

U.S. INFORMATION AGENCY

Office of Personnel
Special Services Branch
M/PDSE Room 524
301 4th St., S.W.
Washington, D.C. 20547

For Group I: Attn: Mrs. W. Lucas

For Groups II and III: Attn: Ms. Cynthia Bell

USIA-VOICE OF AMERICA

Office of Personnel
VOA/PO/SJP, Room 1543
330 Independence Ave., S.W.
Washington, D.C. 20547

U.S. ARMS CONTROL AND DISARMAMENT AGENCY

Personnel Office, Room 5722
320 21st Street, N.W.
Washington, D.C. 20451

VETERANS ADMINISTRATION

VA Central Office (055B)
810 Vermont Ave., N.W.
Washington, D.C. 20420

X-118 Modified For Some Positions

